



Republic of the Philippines

**Ministry of Natural Resources**

Visayas Avenue, Diliman, Quezon City, Metro Manila

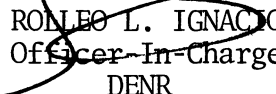
October 30, 1987

DENR SPECIAL ORDER

No. 665  
Series of 1987

SUBJECT: Rendition of Overtime Service in the Accounting Division, FMS, Office of the Secretary, DENR to Carry out Closing of Books and Preparation and Submission of Financial Reports and Statements.

In the interest of the service and in order to meet the deadline set in the closing of books of accounts for 1987 including the preparation and submission of financial reports and statements, up-dating of treasury accounts reconciliation, subsidiary ledgers, and other accounting records, there is hereby organized Working Groups in the Accounting Division, FMS, Office of the Secretary to be composed of Teresita Alvarez, Eden Bangco, Alma Lognao, Anita Mortos, Lydia Bona, Socorro Oloteo, Charito Castillo, Letecia Llamera, Visitacion Bañares, Petra Tabucol, Corazon Domingcil, Niceta Roxas, Elena Fernandez, Susan Bendijo, Carolina Lopez, Elenito Cunanan, Venus Berongoy, Luzcely Vedan, Edgardo Jornales, Gerencia Balagtas, Amparo Gerez, Perpetua Tomas, Rustico Fanoy, Juliana Jalaan, Teodoro Guevarra, Cesar de Guzman, Cesar Arellano, and Manuel Valenton. Such personnel are entitled to the payment of allowance in lieu of overtime pay computed on the basis of actual monthly salary of the official/employees concerned multiplied by the number of hours actually rendered by him/her, as overtime over the total number of hours required to be rendered as overtime services during the month but not to exceed ₱1,500.00 per month which shall be reckoned daily except Sunday from 5:00 p.m. to 8:00 p.m. during regular days, and from 9:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. during Saturdays and Holidays, effective November 2, 1987 to December 31, 1987 pursuant to LOI No. 565 as implemented by COA Circular No. 78-77, chargeable against any DENR funds and subject to the availability of funds and the usual accounting and auditing rules and regulations.

  
ROMEO L. IGNACIO  
Officer-In-Charge  
DENR