

2 November 1987

SPECIAL ORDER NO. <u>667</u> Series of 1987

SUBJECT

Exemption of JIMMY TONJOC from registering his DTR on the bundy clock.

In view of the nature of his present work assignment as Driver of the Chief, Administrative Service and Special Concerns Office Staff wherein he is required to render services before, during and even after office hours depending upon the necessity of his services, Mr. Jimmy T. Tonjoc is hereby exempted to registerhis daily time record on the bundy clock. In lieu thereof, a daily time record ( C. S. Form 48) shall be submitted by him for the purpose.

This Order is issued in the interest of public service.

Assistant Secretary for Management Services