



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

October 2, 1989

DENR Special Order
No. 1007
Series of 1989

SUBJECT: Authorizing the personnel of the
Accounting Division to render over-
time services.


In view of the approaching year-end closing of the books of accounts and the increasing volume of financial transactions that characterizes the last months of the calendar year, the personnel of the Accounting Division who are listed in the attached work plan are hereby authorized to render overtime services from October 1 to December 31, 1989 and be compensated by the hour in accordance with the provisions of Memorandum Circular No. 228 dated March 29, 1989 as implemented by National Budget Circular No. 410 dated April 28, 1989.

The rendition of overtime is necessary in order to update the book of accounts and to facilitate the preparation of year-end financial reports and statements to be submitted on or before the deadline set by the Commission on Audit and the Department of Budget and Management.

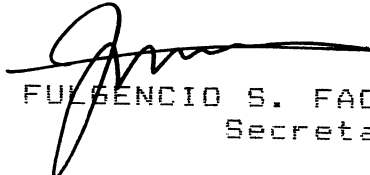
It is understood, however, that not all personnel listed in the work plan will render overtime services all at the same time. Some will render overtime services during Saturdays and Holidays only, others on rotation basis or as their services are needed.

Funds for the purpose shall be chargeable against savings in personal services of DENR.

Recommending Approval:


ROLANDO L. METIN
Asst. Secretary for Management
Services

APPROVED:


FULENCIO S. FACTORAN, JR.
Secretary