



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

NOV 06 1989

SPECIAL ORDER)
NO. 1018
Series of 1989)

SUBJECT : AUTHORIZING THE PLANNING AND MANAGEMENT DIVISION
PERSONNEL OF DENR, REGION IV TO CLAIM OVERTIME
PAY

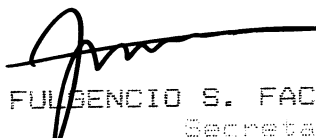
1. In the interest of the service, and by way of further promoting the morale of personnel and providing added incentive to efficiency and responsiveness, this Office authorizes the rendition of overtime services by the hour to Planning and Management Division Personnel of DENR, Region IV, as indicated in the attached list, who are directly involved in and supportive of the preparation and submission of materials/data needed by the Congress and DBM (e.g. preparation and submission of targets and budget by Congressional Districts, data for the justification of projects/functions, and the like) which have to be completed and accomplished within specified time frames so as to meet deadlines fixed by the Department, DBM and Congress, and which cannot be undertaken during regular work days and hours.

2. The overtime work herein contemplated shall cover the period of 01 April 1989 to 30 June 1989 and shall start from 5:00 P.M. during regular working days and from 9:00 A.M. to 12:00 noon and from 1:00 P.M. to 5:00 P.M. during Saturdays, Sundays and Holidays.

3. Not more than 50% of the total number of personnel authorized to render overtime shall be allowed at any one time.

4. It is understood that the provisions of National Budget Circular No. 410 dated 28 April 1989, the Rules and Regulations Implementing Memorandum Order NO. 228 on the rendition of overtime services with pay shall be strictly observed.

5. This order shall take effect 01 April 1989.


FULGENCIO S. FACTORAN, JR.
Secretary



DEPARTMENT OF
ENVIRONMENT AND
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"ATTACHMENT"

LIST OF PLANNING AND MANAGEMENT DIVISION PERSONNEL
DENR, REGION IV AUTHORIZED TO RENDER OVERTIME SERVICES
FOR THE PREPARATION AND SUBMISSION
OF MATERIALS/DATA NEEDED BY THE CONGRESS AND DENR

<u>NAME</u>	<u>POSITION</u>
1. Manuel T. Escasura	Chief Regional Development Specialist
2. Lilia C. Tamayo	Sr. Mgt. & Audit Analyst
3. Elizabeth a. Chua	Sr. Planning Officer
4. Visitacion Saavedra	Sr. EDP System Analyst
5. Brillia Malamug	Mgt. Audit Analyst II
6. Elvira Gealon	Planning Officer II
7. Lourdes Belleza	-do-
8. Danny Maceda	Computer Programmer
9. Cornelius Sabugo	-do-
10. Victor Teves	EDP System Analyst
11. Natividad Igaya	Planning Officer I
12. Virginia Cadavis	Jr. Statistician
13. Elda Zurbito	-do-
14. Bernice Manalata	Project Evaluation Officer
15. Mabel Grascarii	-do-

RECOMMENDED BY:


MANUEL T. ESCASURA

Chief, Planning and
Management Division

APPROVED BY:


WILFRIDO S. POLISCO

Regional Executive Director

ATTACHMENT

Work assignment of the following Region IV - Planning & Management Division Personnel who had rendered extra services during the preparation of Region's Budget Proposal for CY 1990 and the preparation of Region's Program/Projects CY 1989 by Congressional District for the period from April 1 to June 30, 1989:

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNED TASK</u>
Manuel T. Escasura	Chief, Regional Dev. Specialist	Overall supervision
Lilia C. Tamayo	Sr. Mgt. & Audit Analyst (In-charge, Mgt. Information Sect.)	Responsible for the review & evaluation of past expenditures using cost analysis ratio for the period covering CY 1988 to CY 1989 as a basic requirement in the preparation of Region's Program/Projects by Congressional District.
Elizabeth A. Chua	Sr. Planning Officer (In-charge, Project Planning & Programming Section)	Responsible for the preparation of CY1990 Budget Proposal & Re-aligned Budget.
Visitacion Saavedra	Sr. EDP Analyst	Assist in the review and evaluation of Past Expenditure of Technical Sectors.
Brilla Malamug	Mgt. Audit Analyst II	Assist in the review and evaluation of Past Expenditure of Support Services.
Elvira Gealon	Planning Officer II	Reviewed and consolidate Budget Proposal of Forestry Sector.
Lourdes Selleza	Planning Officer II	Reviewed and consolidate Budget Proposal of Environment Sector.

Mabel Grasparil	Project Evaluation Officer	Reviewed and consolidate Budget Proposal of Lands Sector.
Bernice Manalata	-do-	Reviewed and consolidate Budget Proposal of Mines Sector.
Natividad Igaya	Planning Officer I	Reviewed and consolidate Budget Proposal of Research Sector.
Victor Teves	EDP Analyst	Provide technical assist- ance in the programming and computerization of required output for Lands and Mines Sectors.
Danny Maceda	Computer Programmer	Provide technical assist- ance in the programming and computerization of required output for Forestry Sector.
Cornelius Sabugo	-do-	Provide technical assist- ance in the programming and computerization of required output for Envi- ronmente and Research Sectors.
Virginia Cadavis	Jr. Statistician	Provide assistance in the gathering of data for Lands and Forestry Sectors.
Elda Zurbito	-do-	Provide assistance in the gathering of data for Mines, Research and Envi- ronment Sectors.