**DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES**

NOV 0 8 1989

SPECIAL ORDER
NO. **1034**
Series of 1989

SUBJECT : <u>Authority to render overtime
services of the personnel of
the Budget Division</u>

In the exigency of the service and in connection with the preparation, review and defense of the 1990 budget, preparation and submission of justifications required by the House of Representatives. Senate Sub-Committee II on Finance, Oversight Sub-Committee on Natural Resources, Department of Budget and Management and other government Offices concerned, preparation and submission of Financial Plans of PENRO's, Special Budgets, etc., the following officials and employees of the Budget Division at the Department proper are hereby authorized to render overtime services during regular days, Saturdays, Sundays and Holidays during the period of 01 July 1989 to 30 September 1989 :

Gerardo F. Cariño, Jose Gallanosa, Eden Banqco, Danilo Maramot, Isidora Pontillas, Elvi Vega, Argelyn Refil, Froyla Vega, Maybel Nate, Alicia Ambal, Amelita de Leon, Consuelo Buan, Rhodora Calungcagin, Redemption Adul, Ramona de Leon, Edmundo Florendo, and Prescila Bacena.

The above-mentioned employees shall record their overtime work in their time cards using the bundy clock. A list of specific output of overtime work shall be certified by the employees and attested by the Division Chief shall be required as documentary support for overtime pay claim.

The personnel concerned who are authorized/required to render overtime services are entitled to payment for services rendered by the hour to commence at 5:00 P.M. during regular days and 8:00 A.M. during Saturdays, Sundays and Holidays, pursuant to the provisions of Memorandum Order No. 228 and National Budget Circular No. 410, dated 28 April 1989, chargeable against any funds/savings of the Department, subject to the availability of funds and the usual budgeting, accounting and auditing rules and regulations.

RECOMMENDING APPROVAL :

ROLANDO L. METIN
Assistant Secretary
for Management Services

APPROVED :

VICTOR O. RAMOS
Acting Secretary

Visayas Avenue, Diliman, Quezon City