



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

NOV 14 1989

SPECIAL ORDER

NO. 1076

Series of 1989

SUBJECT : Authority to render overtime
services of the personnel of
the Budget Division

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 Committee on Appropriations and the Senate Subcommittee II on Finance, Department of Budget and Management; preparation and submission of Financial Plans for Fiscal Year 1990; preparation and submission of Financial Plans for Salary Standardization, Year-End Benefits, Cash Gift and the 13th Month Pay; releases of Special Budgets and Equipment Outlays; preparation and release of Regional and PENRO's Advises of Sub-Allotments and their respective Funding Warrants, preparation of Weekly Financial Reports and special/urgent work assigned by our superiors, 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 October 1989 to 31 December 1989 :

Gerardo F. Cariño, Jose Gallanosa, Hermogenes Piol, Eden Bangco, Danilo Maramot, Isidora Pontillas, Elvi Vega, Paz Tomas, Romeo Contreras, Argilyn Refil, Daniel Garcia, Lolita Puertollano, Froyla Vega, Myrna Tadena, Estela Salazar, Socorro Buganan, Alfonso Vergara, Eugene Bauzon, Amy Dantes, Maybell Nate, Alicia Ambal, Marcisa Sese, Amelita de Leon, Consuelo Buan, Rhodora Calungcagin, Redemption Adul, Teresita Montague, Leonor Sanido, Ramona de Leon, Julita Cortez, Priscilla Tiangson, Edmundo B. Florendo, Genesis Castillo, Leonor Batario, Rizalina Astudillo, Prescila Bacena, Benjamin Cayabyab, Mark Antonio, Amelia Magat and Lilia Salaver.

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.

It is understood that while the authority covers the Technical and Support Staff of the Division, the rendition of overtime, as it has been the practice, shall be limited only to those who are actually needed at a given time.



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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.

A P P R O V E D :

VICTOR O. RAMOS
Acting Secretary

RECOMMENDING APPROVAL :

For and in the absence of the
Assistant Secretary for
Management Services

ROSARIO B. BERNARDEZ
OIC, Office of the Assistant Secretary
for Management Services and Chief,
Administrative Service