



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

20 November 1989

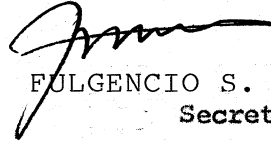
SPECIAL ORDER  
NO. 1081  
Series of 1989

SUBJECT: Authorizing the Administrative Division personnel, Mines and Geosciences Bureau to claim overtime compensation by the hour effective October 23 to November 15, 1989.

Pursuant to the provision of Section 3.1.2 of the National Budget Circular No. 410 implementing Memorandum Order No. 228 and in connection with the preparation and submission of the plantilla of personnel per NCC No. 58, and to be able to prepare the notices of salary adjustment and the payroll on salary differentials which have to be completed and accomplished within specified time frames so as to meet deadline fixed by DBM and which cannot be undertaken during regular working hours, the following personnel of the Administrative Division, Mines and Geosciences Bureau, are hereby authorized to render overtime services covering the period as stated above during regular working days, Saturdays, Sundays and Holidays, pursuant to the provisions of M.C.No. 228 as implemented by NBC No. 410. The overtime work herein contemplated shall start from 5:30 p.m. to 8:30 p.m. during regular working days and from 8:00 a.m. to 5:00 p.m. during Saturdays, Sundays and Holidays.

<u>Name of Employee</u>	<u>Position</u>	<u>Activities</u>
Presentacion C. Diez Florencia P. Benosa	Admin. Assistant I Personnel Aide	Preparation of the draft of the plantilla consisting of 433 positions and notices of salary adjustment.
Ricardo Villarba	Cas. Computer Optr.	Encoding of plantilla of personnel (12 sets)
Delia M. Mendoza Angelina P. Gutierrez Agustin Baldemor Peregrino SL. Pascual	Sr. Personnel Aide Senior Clerk Clerk II Personnel Aide	Typing of notices of salary adjustment (5 copies each) and additional copies of plantilla of personnel.
Edna V. Ragiles Lillian M. Madayag Evangeline V. de Castro	Personnel Officer I Disbursing Officer Personnel Aide	Preparation of the draft of payroll on salary differential (July 1 to Oct., 1989)
Jeffrey Vasquez or Eduardo S. Gutierrez	Casual Driver Driver	Sorting of Notices of Salary Adjustment, xeroxing of additional copies of plantilla,

Funds for this purpose shall be charged against MGB allotment, subject to availability of funds and to the usual auditing and accounting rules and regulations.



FULGENCIO S. FACTORAN, JR.  
Secretary