

Nov 24/89

Manning Billing

ND
IRCES

November 7, 1989

for payment
purpose only

Thanks

SO # 1095/1096

Effmas
DATA

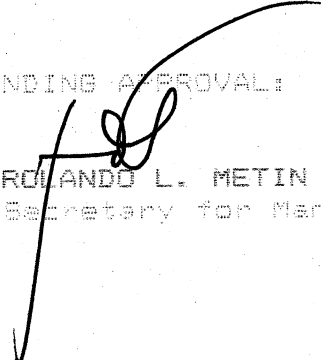
izing Personnel of the Cash and
ement Section DENR to claim overtime

of the service and in order to meet
mission of various reports such as report of
ment, payroll adjustment due to change of deduction,
dition of personnel & standardization, report of checks issued,
dating of withholding tax deducted from employees, paying wages
and salaries after office hours, segregations of various paid
vouchers and payrolls there is hereby organize a working
group composed of H. Torrenueva, G. Alconis, J. Estrada, W.
Yngente, F. Mendizabal, A. Español, A. Campo, T. Fubia,
F. Tracena, J. Trombeta, T. Morandarte, I. Serrano, L. America,
I. Cruz, M. Jarabe and M. Pollesco.

As such undertaking they are entitled to payment of overtime
pay by the hour to commence at 5:00 P.M. during regular days and
8:00 AM during Saturdays, Sundays and Holidays effective Oct. 15
1989 to Dec. 31, 1989, pursuant to Memorandum Circular No. 228
dated March 29, 1989 as implemented by National Circular No. 410
dated April 28, 1989, chargeable against the savings in Personal
Services.

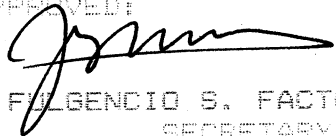
It is understood, however, that not all personnel listed
in the workplan will render overtime services all at the same
time. Some will render services during Saturdays & Holidays
only, others on rotation basis or as their services are needed.

RECOMMENDING APPROVAL:


ROLANDO L. METIN

Assistant Secretary for Management Service

APPROVED:


FILGENCIO S. FACTORAN, JR.

SECRETARY