



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

December 4, 1989

DENR SPECIAL ORDER)
NO. 1131 :
Series of 1989

SUBJECT: Authorizing some personnel of
the Personnel Division to
render overtime services.

Due to the exigency of the service and in order to cope with the requirements of DBM under National Budget Circulars Nos. 56, 57 and 58, dated September 30, 1989, the following employees of the Personnel Division are required to render overtime services during regular days, Saturdays and holidays from October 2 to December 31, 1989:

Melchora O. De Las Alas	Joseph Esperanza
Estelita S. Maglanque	Marites Hajas
Ofelia B. Veloira	Ma. Doreen Agcaoili
Priscila Molina	Ildefonso Sembrano
Raquel N. Ruedas	Zenaida Ibay
Janet N. Maborang	Lily Reyes
Cynthia Austria	Marivic Meram

There is an urgent need for the Personnel Division to render overtime work in order to come up with the Position Allocation Lists of employees, the Plantilla of Position Allocation and Salary Adjustments, Notice of Salary Adjustments, and make analysis of all appeals for upgrading of salary grades of positions and drafts the corresponding recommendation to DBM within the sixty (60) days appeal period, and the preparation of new appointments based on the guidelines.

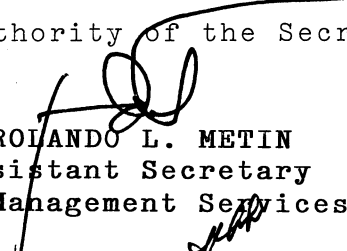
The above-named employees shall perform the activities assigned to them as detailed in the attached Work Plan and shall be compensated by the hour in accordance with the provisions of Memorandum Circular No. 410 dated April 28, 1989.

It is understood that not all of the above employees shall render overtime work at the same time. They shall render extra time only as the need arises from which the corresponding output shall be presented.

Funds for this purpose shall be chargeable against savings in personal services of DENR subject to availability of funds and the usual accounting and auditing rules and regulations.

APPROVED:

By Authority of the Secretary:


ROLANDO L. METIN
Assistant Secretary
for Management Services