



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

November 24, 1989

SPECIAL ORDER
No. 1136
Series of 1989

SUBJECT: Authorizing Additional Personnel of the Cash & Disbursement Section DENR to claim overtime pay.

In the interest of the service and in order to meet deadline in submission of various reports such as report of disbursement, payroll adjustment due to change of position, addition of personnel & reclassification, report of checks issued, updating of withholding tax deducted from employees, leaving paper and salaries after office hours, segregations of various bank vouchers and payrolls there is hereby organized a working group composed of Y. Molina, ~~_____~~ and E. Barrealer.

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 Nov. 23, 1989 to Dec. 31, 1989, pursuant to Memorandum Circular No. 128 dated March 29, 1989 as implemented by National Circular No. 422 dated April 25, 1989, chargeable against the savings in Personnel Services.

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

APPROVED: *[Signature]* Secretary
ROLANDO L. METIN
Assistant Secretary for Management Services