



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DEC 13 1989

SPECIAL ORDER)
NO. **1142** :
SERIES OF 1989)

**SUBJECT : Authority to render overtime services
of the personnel of the Finance
Division, Mines & Geosciences Bureau**

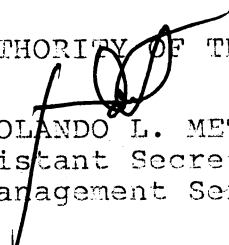
In the interest of the service and in order to cope with the deadlines set in the submission of financial reports as required by the Commission on Audit and the Department of Budget and Management, the following personnel of the Finance Division of this Bureau are hereby authorized to render overtime services during regular days, Saturdays, Sundays and Holidays for the period from November 2, 1989 to December 31, 1989:

Serena C. Gonzales, Estanislao G. Simpao, Ma. Dolora R. dela Paz, Josefina B. Manahan, Norma G. Soriano, Adelaida B. Calooy, Loyola M. Valdez, Avelino C. Caparas, Adonis S. Javier, Bernard M. de Lara, Eduardo Gutierrez and Servillano dela Cruz.

The above-mentioned employees shall record their overtime work in their 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.

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 savings in personal services of the Mines and Geo-Sciences Bureau, subject to the usual budgeting, accounting and auditing rules and regulations.

BY THE AUTHORITY OF THE SECRETARY:


ROLANDO L. METIN
Assistant Secretary
for Management Services