



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

DEC 15 1989

SPECIAL ORDER  
NO. 1150  
Series of 1989

SUBJECT : Authority to render overtime services of the personnel of the Budget Section, DENR, Tacloban City.

In the exigency of the service and in connection with the preparation and submission of the Budget Estimates for CY 1991 and submission of Work and Financial Plan for CY 1990 and other urgent materials/data needed by the Department of Budget and Management, the following officials and employees of the Budget Section of DENR - Region VIII, Tacloban City are hereby authorized to render overtime services during regular days, Saturdays, Sundays and Holidays during the period of 01 December 1989 to 31 December 1989:

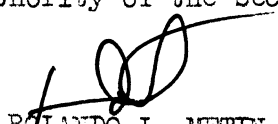
Ruth R. Puno, Rosina C. Caneda, Lilian C. Agullo, Herminia Bustamante, Corazon Lariosa, Norma B. Garside, Marnaldo Solidor, Prescilla V. Sumayod, Nimfa C. Calumbay, Lorenza Abejar and Tomas N. Basas.

The above-mentioned employees shall record their overtime work in their time cards using the buddy 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.

It is understood that while the authority covers the Technical and Support Staff of the Division, the rendition of overtime, as it has been the practice, shall be limited only to those who are actually needed at a given time.

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 any funds/savings of the Region, subject to the availability of funds and the usual budgeting, accounting and auditing rules and regulations.

By Authority of the Secretary:

  
ROLANDO L. MESTIZO  
Assistant Secretary  
for Management Services