



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DEC 27 1989

DENR SPECIAL ORDER
NO. 1167
SERIES OF 1989

SUBJECT : Authorizing the Office of the
Undersecretary for Environment and
Research Personnel at the Department
Proper to Render Overtime Services.

In the interest of the service in order to provide staff support to the Undersecretary for Environment and Research requiring working hours beyond the official work schedule for activities such as the preparation for the presentation for the Mini Consultative Group in order to cope with the increasing load in the Office of the Undersecretary, the following personnel are hereby authorized to render overtime services from 01 October to 31 December 1989:

<u>Name</u>	<u>Position</u>	<u>Duties/Activities</u>
Rachel Vasquez -	Suvpg. Env. Resource Specialist	- Prepared papers/documents needed by the Usec Roque to be used in the next days meetings; prepared NEDA Form 101 for project proposals for the Mini CG check these forms before submission to FASPO; prepare telexes and other urgent communications for immediate transmission; performed other work which require immediate action.
Consolacion Bergonia	-Suvpg. Env. Resource Specialist	- Input and check proposals for the Mini CG; prepared urgent communications for transmission; perform works which requires immediate action.

Zenaida Bonifacio - Suvpg. Env.
Resource
Specialist

- Prepared urgent communications for Usec Roque; supervised the preparation of the final draft of the Philippine Strategy for Sustainable Development (PSSD); performs other task as instructed by the Undersecretary.

Emelita Dalistan - Private
Secretary

- Input the prepared proposal according to the format of NEDA Form 101; input letters and communications which should be sent immediately; send out urgent communications to the regions and international areas; perform other duties as instructed by the Undersecretary.

Farida Factuar - Project Evaluation
Officer

- Responsible for getting and preparing papers of the Undersecretary use in the urgent meetings; send out telexes and fax's which need to be transmitted immediately; perform other duties per the Undersecretary's instructions.

Carmelita Cayaban - Secretary

- Type rush or urgent correspondences prepared by technical staff; serves coffee/juice to Undersecretary and visitors; clean the room of the Undersecretary before and after office hours; perform other duties given by the Undersecretary

Rommel Pangilinsn - Utility

- Operate duplicating machine; sort and file documents; perform other tasks as assigned by the Undersecretary.


Ma. Bituin Beligan - Admin. Asst.

- Input memos, letters and reports which are urgently needed such as the project proposals for the Mini CG; gives filed papers/documents for use by Undersecretary; perform other duties that may be assigned by the Undersecretary.

The abovecited personnel shall perform the tasks assigned to them by the Undersecretary and be compensated by the hour inclusive Saturdays and Holidays in accordance with the provisions of Memorandum Circular No. 228 dated 1989 as implemented by the National Budget Circular No. 410 dated 28 April 1989.

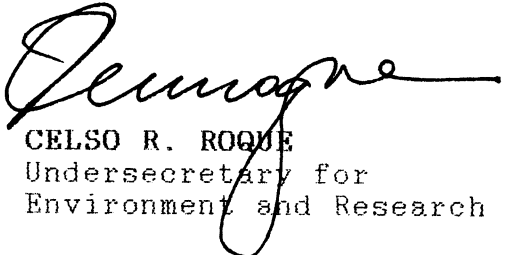
Funds for this purpose shall be chargeable against savings in personnel services of DENR.

BY AUTHORITY OF THE SECRETARY



ROLANDO L. METIN
Assistant Secretary for
Management Service

Noted By:



CELSO R. ROQUE
Undersecretary for
Environment and Research