



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

DEC 29 1989

DENR Special Order
No. 1194
Series of 1989

SUBJECT: Authorizing the personnel of the Cashier Section DENR Region V, Legazpi City to render overtime services.

In view of the closing of the books of accounts and the increasing volume of financial transactions, the personnel of the Cashier Section who are listed hereunder are hereby authorized to render overtime services from November 2 -December 31, 1989 subject to the submission of weekly output/accomplishments and be compensated by the hour in accordance with the provisions of Memorandum Circular No. 226 dated March 29, 1989 as implemented by National Budget Circular No. 410 dated April 28, 1989.:

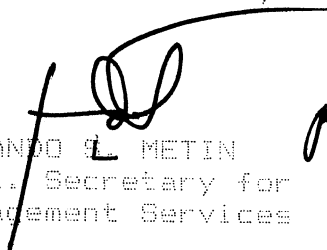
- | | |
|---------------------|-----------------------|
| Erlinda Z. Julianda | Estrella B. Celendron |
| Evelina A. Bernardo | Febellen C. Palima |
| Marivic C. Lutao | Gianelle J. Fojas |
| Rowena R. Prado | Sonia B. Abarquez |
| Teresita A. Pletado | Jeralyn B. Caduete |

The rendition of overtime services is necessary in order to update the book of accounts and to facilitate the preparation of year-end financial reports and statements to be submitted on or before the deadline set by the Commission on Audit and the Department of Budget and Management.

It is understood, however, that not all personnel listed in the work plan will render overtime services all at the same time. Some will render overtime services during Saturdays, Sundays and Holidays, others on rotation basis or as their services are needed.

Funds for the purpose shall be chargeable against savings in personal services of DENR, Region V.

APPROVED:
By Authority of the Secretary


ROLANDO L. METIN
Asst. Secretary for
Management Services

EOB/TLA/ACL/nbv

*provided
about and
which serves
as a copy
by the
immediate
supervisor and
the HRD*