



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES


MAR 22 1989

SPECIAL ORDER  
No. 289  
Series of 1989

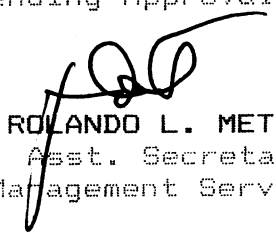
SUBJECT : Authorizing Personnel of the Cash and Disbursement Section DENR to claim overtime pay.

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 reorganization, consolidation of withholding tax deducted from different employees for the year 1988, reports of checks issued and cancelled, segregations of various paid vouchers and payrolls there is hereby organize a working group composed of H. Torrenueva, G. Alconis, J. Estrada, W. Yngente, F. Mendizabal, E. Alconis, T. delos Santos, A. Español, A. Campo, E. Juanillo, F. Tracena, J. Trompeta and T. Rubia.

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 A.M. during Saturdays, Sundays and Holidays effective March 1 ~~1989~~ 30, 1989 pursuant to LOI No. 565 as implemented by COA Circular No. 78-77 particularly under Item No. 1, c (6) of Section B General Guidelines thereof, chargeable against the funds within the DENR, subject to the availability of funds and the usual Accounting and Auditing rules and regulations.

  
VICTOR O. RAMOS  
Acting Secretary

Recommending Approval:

  
ROLANDO L. METIN  
OIC, Asst. Secretary for  
Management Service