



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JUL 12 1989

SPECIAL ORDER
No. 610
Series of 1989

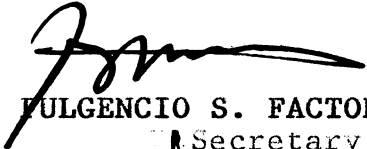
SUBJECT: Authorizing the Budget and Planning Personnel at the Department Proper to claim overtime pay.

In the interest of the service and in connection with the preparation and submission of the Budget Estimates for FY 1990, and submission of other urgent materials/data needed by the DBM, preparation and submission of physical targets and functions/projects justifications, officials and employees of the Budget Division and the Planning Service at the Department Proper, are hereby authorized to render overtime services during regular days, Saturdays, Sundays and Holidays, during the period of 01 April 1989 to 30 June 1989.

The list of Planning Service employees allowed to render overtime service shall be approved by the Assistant Secretary for Planning and Policy, while the list for Budget Division shall be approved by the Assistant Secretary for Management Services.

The employees shall record their overtime work in their time cards using the bundy clock. A list of specific output of overtime work shall be certified by the employee and attested by the Division Chief/Service Chief/ASEC shall be required as documentary support for overtime pay claim.

The personnel concerned who are authorized/required to render overtime services by their respective Head of Agency/Office 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 Letter of Instruction No. 565 as implemented by COA Circular No. 78-77, particularly under Item No. 1.c (6) of Section 8 of the General Guidelines thereof. The same shall be chargeable against any funds/savings of the Department and the respective Bureaus, Regions and Attached Agencies subject to the availability of funds and the usual budgeting, accounting and auditing rules and regulations.


FULGENCIO S. FACTORAN, JR.
Secretary

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