



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

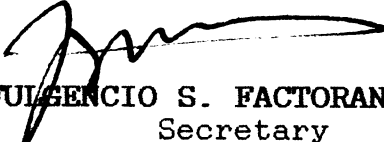
JUL 18 1989

SPECIAL ORDER)
NO. 636 :
Series of 1989)


**SUBJECT: Authorizing the Foreign-Assisted and Special
Projects Office, DENR to Claim Overtime Pay**

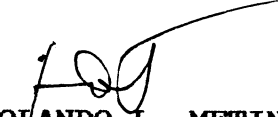
In the interest of the service and in connection with the preparation and submission of the Budget Estimates for FY 1990, the preparation of urgent materials/data needed by the DBM, preparation and submission of physical targets and functions/projects justifications, and the preparation of the agenda and reference materials for the Consultant's Forum and Donors Meeting, officials and employees of the Foreign-Assisted and Special Projects Office are hereby authorized to render overtime services during regular days, Saturdays, Sundays and Holidays, effective 01 April to 30 June 1989.

The personnel concerned who are authorized/required to render overtime services by their Head of 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 subject to the availability of funds and the usual budgeting, accounting and auditing rules and regulations.


FULGENCIO S. FACTORAN, JR.
Secretary

RECOMMENDING APPROVAL:


ASST. SEC. LIRIO T. ABUYUAN
OIC, Office of the UnderSecretary for
Planning, Policy & Project Mgmt.


ROLANDO L. METIN
Assistant Secretary
for Management Services