



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JAN 25 1989

SPECIAL ORDER
NO. f2
Series of 1989

SUBJECT: Authorizing Personnel of the CASH and DISBURSEMENT Section DENR to claim overtime pay.

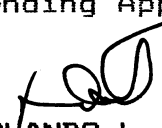
In the interest of the service and in line with the updating of various reports such as collections, checking account, cash disbursement, payroll adjustment, withholding tax deduction etc., in order the deadline set in the annual closing of books of accounts for the year ending CY 1988, there is hereby organized a working group composed of Mr. H. Torrenueva, G. B. Alconis, W. Yngente, J. Estrada, F. Mendizabal, A. Español, E. Juanillo, F. Tracena, E. Acebedo, C. Almario, T. Rubia, E. Alconis, E. Estrada, T. delos Santos and other cashier's personnel involved.

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 January 2, 1989 until February 28, 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.



FULGENCIO S. FACTORAN, JR.

Recommending Approval:



ROLANDO L. METIN
OIC-Assistant Secretary for
Management Services