

ok



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

August 3, 1989

SPECIAL ORDER NO. 808 Series of 1989

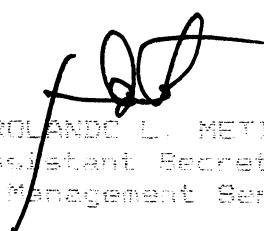
SUBJECT : Authorizing the following Personnel to Render Overtime Services at the Personnel Division

Joseph A. Esperanza
Janet Malhorang
Cynthia Austria
Marites G. Hajas
Raquel Ruedas
Susan Fieldad

Ildefonso Sembrano
Ma. Theresa Villaruel
Ray de los Angeles
Zenaida Ibay
Estela de Guzman
Lily Reyes

In the interest of the service and in view of the nature of your work in the Personnel Division, you are hereby authorized to render overtime service during Regular days, Saturdays, Sundays and Holidays, pursuant to LDI 665, dated June 1977, Office Order No. 2, dated September 1977, and the applicable instruction, directive and guidelines previously issued by the Office which are not inconsistent with the Letter of Instruction.

This Authority is effective from May 1 to June 30, 1989 and as such entitles them to claim meals and transportation expenses for actual overtime services rendered during the said period subject to availability of funds and the usual accounting and auditing rules and regulations.


ROLANDO L. METIN
Assistant Secretary
for Management Services



- 1) work to be done will be useful by the Div. chief
- 2) punch card
- 3) accomplishment report and appra as useful by PC. RM