



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

September 18, 1989

DENR SPECIAL ORDER )  
No. 896 ;  
Series of 1989

**SUBJECT : Authorizing some personnel of the Accounting Division to render overtime services.**

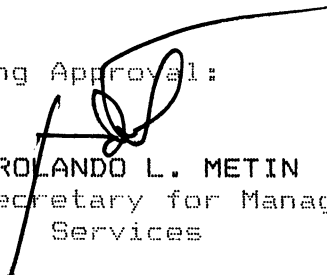
Due to the exigency of the service and in order to cope with reporting deadlines set by the Commission on Audit and the Department of Budget and Management, the following accounting personnel are required to render overtime services from April 1 to May 31 and September 1 to 30, 1989;

- |                     |                        |
|---------------------|------------------------|
| 1. Milagros Castro  | 17. Linda Fe Sabado    |
| 2. Luciana Dimaano  | 18. Alma Logmao        |
| 3. Joel Racela      | 19. Jane Bautista      |
| 4. Elenito Cunanan  | 20. Visitacion Bañares |
| 5. Barbara Reyes    | 21. Luzcely Vedan      |
| 6. Charito Castillo | 22. Ma. Alma Filipiña  |
| 7. Elvira Caparas   | 23. Erlinda Domingo    |
| 8. Mabel Coloma     | 24. Josephine Alfaro   |
| 9. Venus Berongoy   | 25. Socorro Oloteo     |
| 10. Leticia Llamera | 26. Perpetua Tomas     |
| 11. Evelyn Nillosan | 27. Zenaida Gutierrez  |
| 12. Amador Tendido  | 28. Petra Tabucol      |
| 13. Elena Fernandez | 29. Corazon Rapadas    |
| 14. Conrado Rosario | 30. Nellie Villarama   |
| 15. Arlene Magpayo  | 31. Alma Luz Nava      |
| 16. Alicia Mallilin | 32. Generosa Lacagan   |

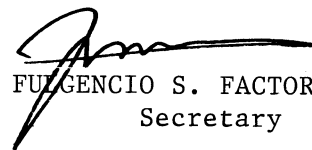
The above-named employees shall perform the activities assigned to them as detailed in the attached Work Plan and shall be compensated by the hour in accordance with the provisions of Memorandum Circular No. 228 dated March 29, 1989 as implemented by National Budget Circular No. 410 dated April 28, 1989

Funds for this purpose shall be chargeable against savings in personal services of DENR.

Recommending Approval:

  
ROLANDO L. METIN  
Asst. Secretary for Management  
Services

Approved:

  
FULGENCIO S. FACTORAN, JR.  
Secretary

# WORK PLAN

No.	Name of Employee	Activities to be Performed	Expected Output	Overtime Period
1.	Milagros C. Castro (Chief, ADB Forestry Loan and locally Funded Special Project Sector)	To supervise the ff. activities;  -Opening of the new set of books of accounts for ADB-Forestry Sector Loan for CY 1989  -Work out transfer of balance sheet accounts from FAP's books to ADB for CY 1988  -Submission of 1st qtr. financial reports  -Work on Certificate of settlement and Balances of accounts post-audited by the Auditor- follow-up compliance from concerned officials/ employees/ claimants	New set of ADB book of accounts  Transferred accounts with supporting schedules & journal voucher  Report of compliance of CSB requirements	April 1- May 31, 1989  April 1- May 31, 1989  Sept. 1-10, 1989
2.	Luciana Dimaano (Accountant II)	-Posting of RCI to ROA's Subsidiary ledger account for cash advances/ collection  -Assist in the follow-up of CSB compliance	Statement of accounts payable, statement of cash advances  Compliance of CSB	April 1 - May 31, 1989  Sept. 1-30, 1989
3.	Joel Racela Acctng. Clerk III	-Computer Operator for Financial Statements, remittances to GSIS & BIR for ADB & OSEC	Financial Reports and Statements	April 1 to May 31, 1989 Sept. 1-30, 1989
4.	Elenito E. Cunanan Sr. Computer Operator	-Computer operator- for weekly status reports of OSEC, Regios, Financial Statements	Financial Reports and Statements	April 1 to May 31, 1989 Sept. 1-30, 1989

# WORK PLAN

No.	Name of Employee	Activities to be Performed	Expected Output	Overtime Period
5.	Barbara Reyes Supervising Accountant	Remittances of Payroll deductions for GSIS and BIR  -Posting of 83 accounts for salaries and wages	Remittances for BIR & Medicare	April 1 to May 31, 1989
6.	Charito Castillo Supervising Accountant	-Processing of reports submitted by OSEC proper	Liquidation of cash advances Fund 101	April 1 to May 31, 1989 Sept. 1-30, 1989
7.	Elvira Caparas Chief Accountant II	FEBTC Bank Reconciliation of Common Fund under Fund 101- September to December, 1988/ January to June, 1989	Statement of Bank Reconciliation	April 1 to May 31, 1989 Sept. 1-30, 1989
8.	Mabel Coloma Bookkeeper I	-Update Journal & Analysis of Obligation, January to March/ 89  -Reconcile account 0-90-000 from 1st and 2nd quarter	Updated JAD  Reconciled allotment releases under Fund 101	April 1 - May 31, 1989  Sept. 1 - 30, 1989
9.	Venus Berongoy Bookkeeper I	-Recapitulation of RCIDDO, March, 1989 and preparation of Journal of Checks Issued  -RCIDDO for August, 1989 and JCI	JCI, March, 1989  JCI, August, 1989	April 1 - May 31, 1989  Sept. 1 - 30, 1989
10.	Leticia Llamera Accountant II	-Preparation of Journal Vouchers for sub-allotment to the regions & staff bureaus 1st qtr., CY 1989	Journal Vouchers Jan. - March 1989	April 1 - May 31, 1989

# WORK PLAN

No.	Name of Employee	Activities to be Performed	Expected Output	Overtime Period
		-Prepare statement of receipts & disbursements for Fund 151 - as required by treasury, CY 1986-1988	Submit Statement as required by BTR	Sept. 1 - 30, 1989
11.	Evelyn Nillosan Bookkeeper II	-Posting of Liquidations/ payments to individual ROA's 81-400	Posting of liquidation prior years	April 1 - May 31, 1989
		-Reconcile Outstanding ROA's against Gen. Ledger control accounts	Reconciled 82/83 per General Ledger up to March /89	Sept. 1 - 30, 1989
12.	Amador Tendido Accountant I	Update Trial Balance January to March, 1989 -Work on 2nd quarter Trial Balance	Submission of 1st quarter Trial Balance  2nd quarter Trial Balance submitted	April 1 - May 31, 1989  Sept. 1 - 30, 1989
13.	Elena Fernandez Bookkeeper I	-attach to individual vouchers Appendix B (Certificate of Travel Completed)	Certificate of Travel Completed. Compliance of CSB/ Notices attached to vouchers	April 1 - May 31, 1989
14.	Conrado Rosario Accountant I	Preparation of Lists of -accounts payable - OSEC 101. CY 1988	List of accounts payable - CY 1989	April, May 1989
15.	Arlene Magpayo Accounting Clerk	-Posting of current year IIIIRCIDDO - 0-83-000 for ADB Sector	Updated ROA's	April, 1989
16.	Alicia Mallilin	Work out back log on	detailed	April 1 - May

# WORK PLAN

No.	Name of Employee	Activities to be Performed	Expected Output	Overtime Period
	Acctg. Clerk II	CSB, 1987 down	breakdown & listing of compliance of CSB of prior years	31, 1989 Sept. 1 - 30, 1989
17.	Linda Fe Sabado Bookkeeper I	-Posting of account 83- to individual ROA's April to June, 1989	Posted to individual ROA's liquidation from RCIDDO 1st quarter	Sept. 1 - 30, 1989
18.	Alma Logmao Chief, FAPS Sector	Supervise FAPS Accounting Activities	Coordinated FAPS Acctng. Activities	April, May, Sept. 1989
19.	Jane Bautista Chief Accountant I	-Preparation of report of operations	Report of operations, two quarters	April, May, 1989
20.	Visitacion Bañares Accountant II	-Preparation of statement of accounts payable - 102 CY 1988  -Update CSB & Liquidation of prior years	Prior years accounts payable listing  Compliance of CSB	April to May 1989  Sept. 1989
21.	Luzcely Vedan Bookkeeper I	-Preparation of statement of accounts payable of all special projects CY 1987 down	Prior years accounts payable listing	April to May 1989
22.	Alma Filipiña Supervising Accounting Clerk	-Posting of account 83 from RCIDDO for special projects, 1st & 2nd quarter	Posted liquidation 1st and 2nd quarter CY 1989	April, May, Sept., 1989

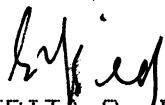
# WORK PLAN

No.	Name of Employee	Activities to be Performed	Expected Output	Overtime Period
23.	Erlinda Domingo Accounting Clerk III	Prepare BIR remittances Prepare deductions from FAPS contractors	Updated BIR remittances	Sept., 1989
24.	Josphine Alfaro Bookkeeper I	-Update journal of analysis of obligations, 1st and 2nd quarter	Accomplished JAO 1st and 2nd quarter	May, Sept., 1989.
25.	Socorro Oloteo Supervising Accountant	Preparation of consolidated Trial Balance, 1st and 2nd qtr.	Consolidated trial balances Fund 102, 1st & 2nd quarter	September 1989
26.	Perpetua Tomas Accountant III	-Attachment of liquidations for CSB/ Travels to individual vouchers	Attached liquidations to individual vouchers	April, May, 1989
27.	Zenaida Gutierrez Accounting Clerk III	-Prepare and update remittances for fund 102 - 1st and 2nd quarter	Updated remittances of payroll deductions	April, May, 1989
28.	Petra Tabucol Bookkeeper II	-Reconcile remittances to BIR and Medicare Fund 102, 1st & 2nd quarter	Reconciled remittances 1st and 2nd quarter	April, May, Sept. 1989
29.	Corazon Rapadas Accountant I	Prepare trial balance for FAPS project, January to June, 1989	Trial Balances	September 1989
30.	Nellie Villarama Acctng. Clerk III	Computerize all Financial Statements and Reports	Financial Statements and Reports	September 1989

# WORK PLAN

No.	Name of Employee	Activities to be Performed	Expected Output	Overtime Period
31.	Alma Luz Nava Chief Accountant I	-Processing of Liquidation reports by Disbursing Officers for all locally funded Special Projects	Processed Liquidation Reports SDO - Special Projects	Sept. 1-30, 1989
32.	Generosa Laoagan Accountant I	-Processing of all disbursement vouchers, liquidation reports of SDO's CY 1988-89	Processed claims and liquidation	April, September 1989

Noted By:

  
EMERITA Q. BICALDO  
Dept. Chief Accountant III