



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

FEB 05 1990

SPECIAL ORDER
NO. 100
Series of 1990

SUBJECT: Authority to render overtime services of the personnel of the office of the Head Executive Assistant, OSEC.

In the interest of the services and in view of the nature of your work in the Office of the Secretary, assigned to Head Executive Assistant, the following personnel are hereby authorized to render overtime service during regular days, Saturday and Holidays, pursuant to LOI no. 563, dated 30 June 1977, Office Order No. 2, dated September 1977 and the applicable instruction, directives and guidelines previously issued by the Office which are not inconsistent with the Letter of Instruction:

MARILYN Q. LANDICHO
VALENTE VILLANUEVA
AGATHA M. ANCHETA
RAYMUND VILLANUEVA
ENRICO ANTONIO O. SANTOS
NELIE VALLANCA
APRIL ROSE GARCIA
HELEN LEE D. JIMENEZ
CLEMENCIA EVALLE
REY ADOLFO
RAYMUNDO MENDOZA
RENO GILLERA
NORBERTO BUGAY

ROSARIO R. CARTA
MA. LOURDES SIOSON
PERLA ORTIZ
MA. THERESA B. ESPINOL
EMELITA AGUINALDO
TOMMY VALDEZ
MARIFIL A. POLLISCO
JOSEPHINE DIMALANTA
VIVIAN VINLUAN
LOLITA SAJUL
IVENE REYES
CLAUDIA CABRERA
STEPHEN ABELLA

The personnel concerned who are authorized/required to render overtime services 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, and Holidays, pursuant to the provision of Memorandum Order No. 228 and National Budget Circular no. 410 dated 28 April 1989, chargeable against any funds/savings of the Department, subject to the availability of funds and the usual budgeting accounting and auditing rules and regulations.

This authority is effective from 01 January to 31 March, 1990 subject to availability of funds and the usual accounting and auditing rules and regulations.

APPROVED:

[Signature]
ROLANDO L. METIN
Assistant Secretary for Management
Services

RECOMMENDING APPROVAL:

[Signature]
ELISEA G. GOZUM
Head Executive Assistant

*part of work is
record in budget
clock.*