



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

FEB 05 1990

SPECIAL ORDER
No. 103
Series of 1990

SUBJECT: Authority to render overtime
services of the personnel of
the Budget Division

In the exigency of the service and in connection with the preparation, review and submission of the 1990 Work and Financial Plans; computation of CY 1989 salary differentials and the February fund requirements and issuance of funding warrants; consolidation of the Work and Financial Plans of the Department, preparation of the 1991 budget estimates and other urgent matters that maybe assigned from time to time, the following officials and personnel of the Budget Division at the Department proper are hereby authorized to render overtime services during regular days, Saturdays, ~~Sundays~~ and Holidays during the period of February 1 - ~~28~~ ¹⁵ 1990:

RIZALINA F. ASTUDILLO, DANIEL Y. GARCIA, ISIDORA A. PONTILLAS, VIRGINIA R. BALOBALO, DANILO B. MARAMOT, ROMEO CONTRERAS, BENJAMIN T. GOYENA, ZAYDA B. AUSTERO, AMELIA F. MAGAT, ALICIA A. AMBAL, REDEMPTION V. ADUL, RHODORA A. CALUNGCAGIN, LEONOR N. BATARIO, TERESITA T. MONTAGUE, NARCISA B. SESE, JULITA A. CORTEZ, RAMONA A. DE LEON, LEONOR U. SANIDO, PRISCILLA G. BACENA, MAYBELL P. NATE, CONSUELO P. BUAN, AMELITA DE LEON, HERMOGENES PIOL, ARGIE REFIL, BENJAMIN P. CAYABYAB, EDEN BANGCO, ELVIE VEGA, FROYLA A. VEGA, NIDA PRIETO, LOLITA PUERTOLLANO, MYRNA TADENA, SOCORRO BUGANAN, AFONSO VERGARA, EUGENE BAUZON, EDMUND FLORENDO, GENESIS CASTILLO, EDWIN BARIENTOS, PRISILLA TIANGSON, JOSE F. GALLANOSA, GERARDO F. CARINO

The above-mentioned employees shall record their overtime work in their time cards using the bundy clock. A list of specific output of overtime work shall be certified by the employees and attested by the Division Chief shall be required as documentary support for overtime pay claim.

It is understood, however, that not all personnel listed in the work plan will render overtime services all at the same time. Some will render overtime services during Saturdays and Holidays only, others on rotation basis or as their services are needed.


The personnel concerned who are authorized/required to render overtime services are entitled to payment for services

FEB 05 1990

rendered by the hour during regular days Saturdays, Sundays and Holidays, pursuant to the provisions of Memorandum Order No. 228 and National Budget circular No. 410, dated 28 April 1989, chargeable against savings from Personal Services of the Department, subject to the availability of funds and the usual budgeting, accounting and auditing rules and regulations.

APPROVED:

By Authority of the Secretary:


ROLANDO L. METIN
Assistant Secretary
for Management Services

*found OT work is
record in budget clock*