



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

FEB 05 1990

DENR SPECIAL ORDER  
No. 104  
Series of 1990

SUBJECT: Authorizing the personnel of  
the Finance Division, Budget  
Section, DENR, National  
Capital Region

In the exigency of the service and in order to facilitate early submission of all documents needed in the preparation of budget proposals for 1991 and realignment of 1990 Budget the following employees of the Finance Division, Budget Section are hereby authorized to render overtime services from January 2, 1990 to January 31, 1990 subject to the submission of weekly output/accomplishments and 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.:

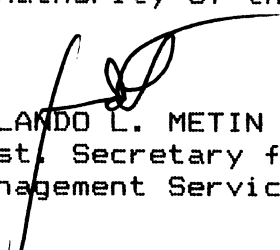
Maxima M. Matibag	Baby Laura Gamit
Estelita T. Ragasa	Cecille B. Hiwatig
Nora Y. Calija	Luvimin L. dela Cruz
Nellie C. Quinalayo	Elmer D. Callope
Angelito T. Pineda	Alna U. Pineda
Arturo A. Marquez	Teresita L. Obias
Herminilda S. Baldemor	

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, Sundays and Holidays others on rotation basis as their services are needed.

Funds for the purpose shall be chargeable against savings in personal services of DENR, NCR.

APPROVED:  
By Authority of the Secretary

  
ROLANDO L. METIN  
Asst. Secretary for  
Management Services

EQB/TLA/ACL/nbv