



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

FEB 21 1990

SPECIAL ORDER
No. 148
Series of 1990

SUBJECT: Authority to render overtime services of the personnel of the Finance Division and Cashier Unit of Region II, Tuguegarao, Cagayan

In the exigency of the service and in connection with the closing of books of accounts CY 1989, preparation of 1990 Work and Financial Plans, preparation and submission of request for the 1989 unreleased funding warrants, preparation of required reports and other data/information needed by Senate and the Department of Budget and Management, the following employees of the Finance Division and Cashier Unit are hereby authorized to render overtime services during regular days, Saturdays, Sundays and Holidays during the period from January 02 to February 15, 1990:

EDNA B. CABRILLOS, EXPEDITA ANNANG, LUZ BUNGUBUNG, EMERITA L. PESCADOR, CARMELITA GUMARANG, GLORIETTA CABALZA, TESSIE MEMAN, JOCELYN ELPEDES, MARIVIC CONTILLO, ELISEO ANNANG, CESAR PIEDAD, LEA DAQUIOAG, ANDRES BACCAY, REMIGIA MANUEL, IDERLINA PAGULAYAN, CATALINA FUGABAN, NERISSA CANGUILAN, LANI CARDENAS, EDITHA NARAG, JESUSA PE BENITO, AND EMELY MELAD

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.

The personnel concerned who are authorized/required to render overtime services are entitled to payment for services 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 that Region, subject to the availability of funds and the usual budgeting, accounting and auditing rules and regulations.

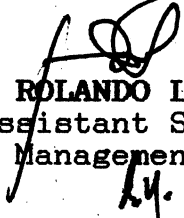
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Those personnel who had been required to render overtime services but whose names were not included in this authority maybe paid by the regular meal and transportation allowance, the authority to approve of which, had been delegated to the Regional Executive Director.

APPROVED:

By Authority of the Secretary:


ROLANDO L. METIN
Assistant Secretary
for Management Services
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