



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

21 January 1990

SPECIAL ORDER  
NO. 167  
Series of 1990

SUBJECT : Authority to render overtime services of the immediate staff of the Director of Mines and Geosciences Bureau.

Pursuant to the provision of Section 3.1.2 of the National Budget Circular No. 410 implementing Memorandum Order No. 228 and in view of the nature of work in the Office of the Director of Mines and Geosciences Bureau where in the interest of the service, his immediate staff are oftentimes required to perform duties beyond the regular office hours, are hereby authorized to render overtime services covering the period from February 16-28, 1990, during regular working days, Saturdays Sundays, and Holidays, pursuant to the provisions of NBC No. 228 as implemented by NBC No. 410. The overtime work herein contemplated shall start from 5:00 P.M. during regular working days and 8:00 A.M. during Saturdays, Sundays and Holidays.

<u>Name of Employee</u>	<u>Position</u>	<u>Activities</u>
Herminio O. Gutierrez	Executive Assistant II	Reviews letters, vouchers, indorsements, memoranda, permits, contracts which requires the signature/ approval of the Director.
Joyce T. Segovia	Clerk II	Arrange schedule of appointments of the Director, receives & relays telephone calls, records and files personal communications, operates the FACSIMILE machine.

Vivian R. Antonio

Clerk I

Records incoming and outgoing correspondences & other papers with the use of IBM Micro-computer, print out datas & prepares report for daily monitoring.

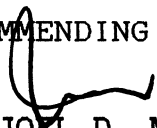
Jesus Padilla

Driver

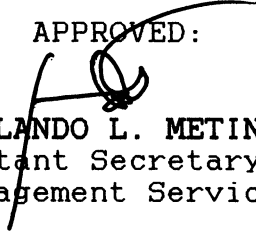
Driving the Director and immediate staff home after rendering overtime services.

Funds for this purpose shall be chargeable against the savings from personal services of the Mines and Geosciences Bureau, subject to the usual budgetting, accounting and auditing rules and regulations.

RECOMMENDING APPROVAL:

  
JOEL D. MUYCO  
Acting Director

APPROVED:

  
ROLANDO L. METIN  
Assistant Secretary for  
Management Services