



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

FEB 28 1990

DENR SPECIAL ORDER
No. 168
Series of 1990

SUBJECT: Authorizing the personnel of
Finance Division, DENR,
Mines and Geosciences Bureau
to render overtime services.

In the exigency of the service and in order to meet the deadline set in the annual closing of the books of accounts and in the submission of financial reports as required by the Commission on Audit and the Department of Budget and Management, the following officials and employees of the Finance Division, Mines and Geosciences Bureau are hereby authorized to render overtime services from February 16 to February 28, 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.:

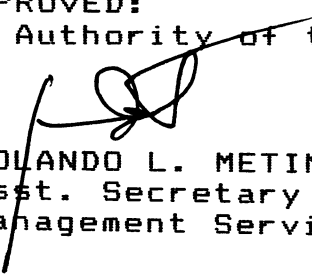
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|------------------------|----------------------|
| Serena C. Gonzales | Estanislao C. Simpao |
| Ma. Dolora R. dela Paz | Josefina B. Manahan |
| Norma G. Soriano | Adelaida B. Calooy |
| Loyola M. Valdez | Avelino C. Caparas |
| Adonis S. Javier | Bernardo de Lara |

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, Sunday 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, Mines and Geosciences Bureau, Diliman, Quezon City.

APPROVED:
By Authority of the Secretary


ROLANDO L. METIN
Asst. Secretary for
Management Services

EQB/TLA/MCC/nbv