



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

Special Order
No. 181
Series of 1990

MAR 05 1990

**SUBJECT: Authority to Render Overtime Services of
the Personnel of the Planning Service**

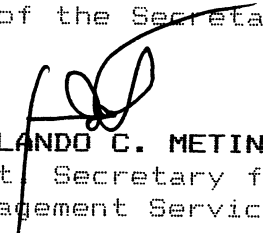
In the interest of the service and in conjunction with the accomplishment of urgent activities stated hereunder authority is hereby granted to personnel involved to render overtime services during regular days, Saturdays, Sundays and holidays during the period, 02 January to March 31, 1990. These activities include Evaluation of 1990 Work Plans submitted by the Regional Offices and Offices within DENR; Conduct of Planning Workshop; Preparation of Preliminary Guidelines for Preparation of CY 1991 Work Targets and Budget Proposals; Review of 1989 Accomplishment Report submitted by Regional Offices, Validation of 1989 Accomplishment Reports and Preparation of the Department's 1989 Accomplishment Report, Fourth Quarter and Annual Accomplishment Reports for DBM Purposes; Preparation of 1989 and 1990 Accomplishment for 1991 Budget Defense; Preparation, Review of the 1990 Budget Proposals and Physical Targets of the Department and preparation of justifications required by the House of Representatives, Senate and Department of Budget and Management, Preparation, updating of long-term plan; Preparation of December CY 1989 Accomplishment Report, etc.

The following personnel involved in the abovementioned activities are: HECTOR ABAS, ROLANDO ABILLA, RODRIGO AGIR, JR., JOSEFINA ALCONIS, MEDARDE ALMARIO, MA. TERESA BAGUISI, NORMITA BALLON, APOLONIO BASILIO, BENIGNO BENOZA, JR., TEODORA CABRERA, ERLINDA CANTIL, JULIUS CAESAR CASTILLO, DANIEL ESTARIJA, RIZALITO DAVID, ANITA ESPARES, RITA FLORDELIZ, CARIDAD FRANCISCO, EMERSON GARCIA, FE GARRIDO, JOSEPHINE GOMEZ, YOLANDA GOMEZ, LILIAN DE GUZMAN, ANNALIZA JAVIER, VICTORIA LAGUNZAD, FEBES DE LEON, CYNTHIA LEONIN, FLORISA MAHINAY, DANILO MANALOTO, LEONORA MANGUBAT, MYRNA MANUEL, MARTIN JOSELITO, MA. CRISTINA MARTINEZ, CECILIA MENDOZA, IMELDA MENDOZA, EMMANUEL MIRAFLORES, EDNA NUESTRO, ARACELI OREDINA, RODEL OMBAO, CRESENCIA PAGAYON, AURORA PROSPERO, LILIA RAFLORES, LUMINADA ROTOL, AGNES SANCHEZ, OSCAR SANTELICES, SAMSON SAPADEN, EMMANUEL SUAREZ, JULIET TEXON, MA. LOURDES VALENCIA, EDITHA VALENZUELA, LILIAN YBOA, VICKY YLAGAN.

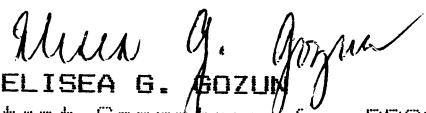
All concerned shall record their overtime work in their time card using the bundy clock. A list of specific output of overtime work certified by the employees and attested by their supervisor shall be required as documentary support for overtime pay claim.

The personnel concerned who are authorized/required to render overtime services are entitled to payment for services rendered by the hour to commence at 5:00 p.m. during regular days and 8:00 a.m. during Saturdays, Sundays, and Holidays, pursuant to the provision of Memorandum Order No. 228 and National Budget Circular No. 410 dated 28 April 1983, chargeable against any funds/savings of the Department, subject to the availability of funds and usual budgeting, accounting and auditing rules and regulations.

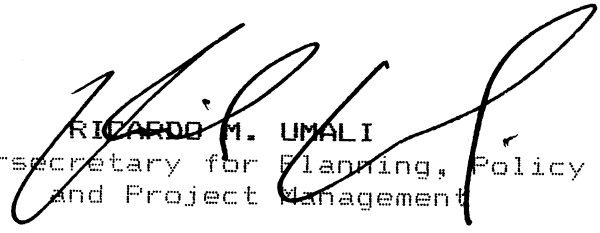
By Authority of the Secretary:


ROLANDO C. METIN
Asst. Secretary for
Management Services

Recommending Approval:


ELISEA G. GOZUN
Assistant Secretary for PPSO

Noted By:


RICARDO M. UMALI
Undersecretary for Planning, Policy
and Project Management