



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

January 2, 1990

DENR Special Order
No. 33
Series of 1990

SUBJECT: Authorizing the personnel of the
Accounting Division to render
overtime services.

In view of the closing of the books of accounts and the increasing volume of financial transactions, the personnel of the Accounting Division who are listed hereunder are hereby authorized to render overtime services from January 2 to 31, 1990 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.:

Juanito Munsayac	Evangeline Ferrer
Andrea Ramos	Isidoro Montoya
Ofelia del Rosario	Ma Lourdes Casal
Elvira Caparas	Dalisay Pascual
Letecia A. Llamera	Amador Tendido
Josephine Eborá	Mabel F. Coloma
Venus Berongoy	Evelyn Nillosan
Alicia Mallilin	Joel Racela
Elenito Cunanan	Amparo Gerez
Necita Roxas	Concepcion Cunanan
Alma C. Logmao	Socorro Oloteo
Jane Bautista	Perpetua Tomas
Luzcely Vedan	Zenaida Gutierrez
Purificacion Daffon	Petra Tabucol
Josephine Alfaro	Corazon Rapadas
Lourdes Chua	Visitacion BaZares
Ma. Alma FilipiZa	Generosa Laoagan
Mary June Dandan	Erlinda Domingo
Brigida Tacuboy	Nelly B. Villarama
Milagros C. Castro	Luciana M. Dimaano
Conrado C. Rosario	Tessie B. Pomar
Arlene M. Magpayo	Nadia Calungcagin
Teresita Alvarez	Barbara T. Reyes
Charito Castillo	Lydia Bona
Teodoro Guevarra	Dolores Angco
Cresencia Garalde	Catherine Manalansan
Remedios Mercado	Erlinda Romulo
Carolina Lopez	

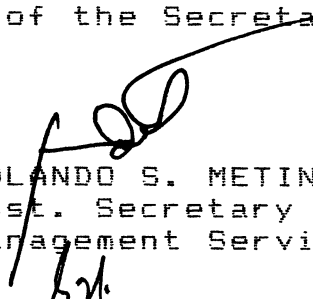
The rendition of overtime services is necessary in order to update the book of accounts and to facilitate the preparation of year-end financial reports and statements to be submitted on or before the deadline set by the Commission on Audit and Department of Budget and Management.

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It is understood, however, that not all personnel listed in the work plan will render overtime services all at ~~at~~ the same time. Some will render overtime during Saturdays, Sundays and Holidays, others on rotation basis or as their services are needed.

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

APPROVED:
By Authority of the Secretary


ROLANDO S. METIN
Asst. Secretary for
Management Services

EQB/TAL/MCC/nbv

W O R K P L A N
O F
CONSOLIDATION AND ANALYSIS SECTION
For January, 1990

1. JUANITO MUNSAYAC - Accountant III

To Supervise the over-all activities of the consolidation section.

2. EVANGELINE FERRER - Accountant II

To Update consolidation of monthly status of common fund for fund 101, 102, 152 and 158 for November.

3. ANDREA RAMOS - Accountant I

To Update analysis, verification of Regional, Bureaus and Central Office Trial Balance for consolidation of fund 101, 102, 151 and 152 for November.

4. ISIDORO MONTOYA - Accountant I

To Update consolidation of monthly breakdown of Expenditures for fund 101 for November.

5. OFELIA DEL RESARIO - Accounting Clerk III

To Update consolidation of Trial Balance for fund 101 for November.

6. MA. LOURDES CASAL - Accounting Clerk I

To Update consolidation of Trial Balance for fund 102 and 152 for November.

Submitted by:


JUANITO F. MUNSAYAC

msupleo
01.05.90.

OVERTIME
WORK PLAN FOR JANUARY, 1990
FUND 101 & FUND 158

- ELVIRA S. CAPARAS - To prepare bank reconciliation statement for Fund 101 for the month of October & November, 1989.
- To post 0-83-000 account for the month of December, 1989 to the ROAs.
- DALISAY PASCUAL - To update 8-72-700 account.
- To prepare common fund statement for the month of September & October, 1989.
- LETECIA A. LLAMERA - Update preparation of journal vouchers for ASA for fund 101 (bureaus, regions & dept. proper) and fund 154 for the month of December, 1989.
- Update preparation of general journals for fund 101 and fund 154.
- AMADOR TENDIDO - Update trial balance for fund 101 and fund 154.
- Posting of reversions on ROAs for accounts 8-81-400.
- JOSEPHINE EBORA - Update statement of cash advances - 8-70-500 & 8-70-600.
- Update statement of receivables - 8-71-100 , 8-73-100 and 8-73-200.
- MABEL F. COLOMA - Update preparation of Journal and Analysis of Obligation for fund 101 (December, 1989).
- Update balances of allotment and obligations for the weekly balances report.
- Update preparation of breakdown of 06 (December, 1989).
- Update reversions due to excess obligations.
- VENUS BERONGOY - To prepare the monthly recapitulation of RCIDDO for fund 101 & 184 (December, 1989).
- To check the individual vouchers against the RCIDDO entries for fund 101 & 184 (December, 1989).
- To prepare the Journal of Checks Issued for fund 101 & fund 101(184).
- To perform other duties assigned by the supervisor.

- EVELYN NILLOSAN - To update . postings of JDDO, JCD & JV (JCI if any) to ROAs (0-83-000 account) for the month of May & June, 1989.
- To perform other duties assigned by the Supervisor from time to time.
- ALICIA MALLILLIN - Follow up of CSB.
- JOEL RACELA - To perform computer services for Bookkeeping financial statements and reports.
- To prepare weekly status reports of PENROs.
- ELENITO CUNANAN - To perform computer services for weekly status reports of the Dept. Proper, Regions, Bureaus.
- To prepare financial statements (computer services).

FUND 158

- AMPARO GEREZ - To update posting of accounts to general ledger.
- To update trial balance for fund 158.
- NECITA ROXAS - To prepare audited financial report of operations.
- CONCEPCION CUNANAN - To prepare bank reconciliation for the month of October and November, 1989.

Overtime Services
Work Plan
ADB/OECF Sector

<u>Name of Employee</u>	<u>Activities to be Performed</u>	<u>Expected Output</u>	<u>Period Covered</u>
1. Milagros C. Castro	- Supervise the closing of the books & other accounting activities of the Sector.	- Supervision of the Acctg. activities of the Sector.	January 1-31, 1990
	- Draft correspondence/comments on official matters assigned by the Service Director.	- Correspondence/comments	-do-
	- Process and review Contracts on Reforestation and other activities submitted for funding.	- Reviewed contracts	-do-
	- Prepares and types Certificate of availability of funds for Reforestation and other contracts.	- Typewritten Certificates of availability of funds.	January 1-31, 1990
2. Luciana M. Dimano	- Prepares/types remittances of BIR/GSIS withholding tax/medicare for November & December 1989.	- Prepared & typewritten list of remittances and Disbursement Vouchers for BIR and GSIS.	-do-
	- Prepares & types Certificate of withholding taxes to private claimants/personnel for CY 1989.	- Prepared Certificate of withholding taxes for private/personnel concerned.	-do-
	- Prepares schedule of Cash Advances to support year-end trial balance.	- Schedule of Cash Advances	-do-
	- Process contracts payments, & other disbursements which are not finished during regular office hours.	- Processed disbursement vouchers.	January 1-31, 1990
3. Conrado C. Rosario	- Posts liquidation to individual ROA's for December, 1989.	- Posted liquidation	-do-
	- Process Certificate of travel completed submitted by claimants.	- CTC processed	-do-
	- Prepares & accomplishes all special journals JAO, JDDO, JCD, JCI) for the year-end reports.	- Accomplished special journals.	January 1-31, 1990
4. Tessie B. Pomar			

- Prepares periodic status of funds for inclusion in the weekly over-all fund utilization report. January 1-31, 1990
- Prepares statement of operations for the year-end financial schedules to support trial balance. -do-
- Follow-up of notices of suspensions for ADB/OECF Sector. - Complied requirements for January 1-31, 1990 suspended payments.
- Attaches to vouchers Certificate of travel completed. - CTC attached. -do-
- Review paid vouchers for additional supporting documents before transmitting to the Office of the Auditor. - xerox of supporting documents. -do-
- Maintain subsidiary ledger record of the following accounts: - subsidiary ledger record of trust accounts. January 1-31, 1990
 - 8-84-100 - Trust-National Gov't.
 - 8-84-300 - Trust-Gov't. owned or controlled corp.
 - 8-84-900 - Trust-Miscellaneous for the period June-Dec. 1989
- Assist in indexing labor payrolls - Index labor payrolls Nov-Dec/89 -do-
- Set-up listing/inventory of all Reforestation Contracts. - CY 1988 to CY 1989 listing -do-
- Xerox contracts/accomplishments for submission to the Auditor. - Xerox copy of contracts submitted to Auditor. -do-
- Assist in follow-up notices of suspensions. - Compliance of suspensions -do-

5. Arlene M. Magpayo

6. Nedra I. Calungcagin

Submitted by:

Indegor C. Castro
 MLAGROS C. CASTRO
 Chief, ADB/OECF Sector

WORK PLAN FOR THE DENR PROPER

PERSONNEL INVOLVED	ACTIVITIES	EXPECTED OUTPUT	PERIOD COVERED
OIC, ACCOUNTING DIVISION:			
Teresita Alvarez	<ul style="list-style-type: none"> fo Verify and sign disbursement reports of SDO fo Review and sign journals, schedules, financial reports fo Review and sign disbursement vouchers, PO's not finished during regular working hours fo Supervise. various activities of the Accounting personnel 	<ul style="list-style-type: none"> signed reports Signed journals, schedules and financial statements Signed vouchers and PO's 	January, 1990
DISBURSEMENT SECTION:			
1. Barbara T. Reyes	<ul style="list-style-type: none"> - Computation of BIR (withholding tax) deductions to be withheld from Officials/ Employees based from the New Salary Standardization Plan - Supervision and coordination of the activities of the Section - Processing of vouchers 	<ul style="list-style-type: none"> Computed deductions of all BIR Forms W-4 submitted Processed vouchers not finished during office hours 	January, 1990 -do- -do-
2. Charito Castillo	<ul style="list-style-type: none"> - Indexing of wage payrolls of casuals and contractals (January to Dec. 1989) - Processing of purchase orders and contracts 	<ul style="list-style-type: none"> Indexed payrolls for the months of (January to March 1989) Processed purchase orders and contracts 	-do- -do-
3. Lydila Bona	<ul style="list-style-type: none"> - Liquidation of CSB 	<ul style="list-style-type: none"> Liquidated CSB 	-do-

PERSONNEL INVOLVED	ACTIVITIES	EXPECTED OUTPUTS	PERIOD COVERED
4. Teodoro Guevarra	- Liquidation of Cash Advances and Traveling expenses of officials/ employees	Liquidated Cash Advances and Traveling expenses vouchers 30 vouchers	January, 1990
5. Dolores M. Angco	- Indexing of miscellaneous and personal expenditures	Indexed 12 payrolls and 15 vouchers	January, 1990
6. Cresentencia Garalde	- Checking and counter checking of voluntary separation deductions to that of the Report of Check Issued and the General Ledger (February to August 1989)	Checked and counter checked deductions for the month of February to April 1989	January, 1990
7. Catherine Manalansan	- Indexing of HDMF contributions, Provident and Emergency loans. (January to December, 1989)	Indexed contributions/loans for the months of January & February, 1989	January, 1990
8. Remedios Mercado	- Indexing of wage payrolls of casuals and contractals	Indexed payrolls for August and September, 1989	January, 1990
9. Carolina A. Lopez	- Indexing of Salary Payrolls (February to June, November and December 1989)	Indexed payrolls for the months of February and March 1989	January, 1990
	- Update processing of TEV Liquidations (for CARP)	Updated Liquidation of TEV	January, 1990
	- Update Settlement of Suspensions (CSB) of CARP	Updated Settlement of CSB	January, 1990
	- Update Processing of Credit to Cash Advances of CARP	Updated Liquidation of Cash Advances	January, 1990
10. Erlinda Romulo	- Posting of 83-000 Accounts to ROA for Year-end Accounts Payable	Posted 83-000 Accounts to ROA	January, 1990
	- Indexing of miscellaneous and personal Expenditures of CARP	Indexed Payrolls for November and December, 1989 and 30 Vouchers	January, 1990

WORKPLAN

No.	Name of Employee	Activities to be Performed	Overtime Period
1.	Alma C. Logmac Accountant IV	<ul style="list-style-type: none"> - To direct and supervise the accounting activities under Foreign Assisted Projects, Funds 102, 151, 152, 155, and 156. - 83 for September - Status of Fund of the Dept. Proper. 	January 2-31, 1990.
2.	Socorro Oloteo Accountant III	<ul style="list-style-type: none"> - Prepares journal vouchers for adjustments. - Prepares Trial Balance for Fund 151, 152 & 102 - Supervises the preparation of Accounts Payable Statements. 	January 2-31, 1990.
3.	Jane Bautista Accountant II	<ul style="list-style-type: none"> - Prepares radio message to different PENROs. - Consolidate weekly report of status of obligation, allotment and balances of PENROs. 	January 2-31, 1990.
4.	Perpetua B. Tomas Accountant II	<ul style="list-style-type: none"> - Prepares list of unliquidated travels as of December 30, 1989 (various months) - Prepares notices of suspensions of unliquidated travels. 	January 2-31, 1990.
5.	Luzcely A. Vedan Bookkeeper	<ul style="list-style-type: none"> - Prepares quarterly report to charges of Accounts Payable for the month of December, 1989. - Updates posting of liquidation of accounts payable under 	January 2-31, 1990.

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| 6. | Zenaida V. Gutierrez
Accounting Clerk II | <ul style="list-style-type: none"> - Reconcile the remittance of withholding taxes under Fund 102 for the period from November 1- December 15, 1989. - Reconcile the remittances of Medicare and Term Insurance for the period of Nov. 1-Dec. 15, 1989. - Reconcile the remittances of withholding taxes under Fund 152, 155. | January 2-31,
1990. |
| 7. | Purificacion Daffon
Accountant III | <ul style="list-style-type: none"> - Examines and review report of disbursement of Spl. Disbursing Officers for the month of Oct., 1989. | January 2-31,
1990. |
| 8. | Petra T. Tabucol
Bookkeeper | <ul style="list-style-type: none"> - Update Band Reconciliation of Fund 151, 152, 155 and 156 for the 4th quarter. | January 2-31,
1990 |
| 9. | Josephine Alfaro
Bookkeeper I | <ul style="list-style-type: none"> - Updates Journal and Analysis of Obligations for the month of Dec. and prepare weekly balances of allotment for Foreign Assisted and Spl. Projects. | January 2-31,
1990. |
| 10. | Corazon Rapadas
Accountant I | <ul style="list-style-type: none"> - Prepares trial balance of Fund 155, 156 for the month of November, 1989. - Prepares list of supplies procured under FAPs for the month of August, Sept. & Oct. 1989 to facilitate reconciliation of actual inventory and book balance. | January 2-31,
1990. |

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| 11. | Lourdes Chua
Accountant II | <ul style="list-style-type: none"> - Process backlog of disburse-
vouchers. - Review disbursement report of
Disbursing Officer of Spl.
Projects. | January 2-31,
1990. |
| 12. | Visitacion Bañares
Accountant II | <ul style="list-style-type: none"> - To update certificate of
settlement. | January 2-31,
1990. |
| 13. | Ma. Alma Pilipiña
Accounting Clerk III | <ul style="list-style-type: none"> - Update posting of liquidation. | January 2-31,
1990. |
| 14. | Generosa M. Laoagan
Accountant III | <ul style="list-style-type: none"> - Type CAF for contract
attachment . - Prepare JCD - Process unfinished
vouchers for the day. | January 2-31,
1990. |
| 15. | Mary June D. Dandan
Bookkeeper | <ul style="list-style-type: none"> - Work back reconciliation as
of April, 1989. | January 2-31,
1990 |
| 16. | Erlinda Domingo
Accounting Clerk II | <ul style="list-style-type: none"> - To update all remittances of
withholding taxes, Medicare &
Term Insurance under Fund 102,
152, 155 and 156. - To update indexing of all
remittances of withholding
taxes Medicare and
Term Insurance under Fund
102, 152, 155 and 156. | |
| 17. | Brigida Tacuboy
Accounting Clerk II | <ul style="list-style-type: none"> - Prepares BIR annual list of
Officials, Employees &
Contractual for submission
to BIR. | January 2-31,
1990 |
| 18. | Nelly B. Villarama
Accounting Clerk II | <ul style="list-style-type: none"> - Computerization of all
accounting reports. | January 2-31,
1990 |