



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

SPECIAL ORDER
NO. 55
Series of 1990

JAN 24 1990

SUBJECT : Authority to render overtime services of the
personnel of the Cashier's Unit, General Services
Section, DENR, Tacloban City.

In the exigency of the service and in connection with the closing of books of accounts and other urgent materials/data needed from time to time and the increasing volume of financial transactions, the following officials and employees of the Cashier's Unit of DENR, Tacloban City are hereby authorized to render overtime services during regular days, Saturdays, Sundays and Holidays during the period of 02 January 1990 to ~~March 31~~, 1990, to wit:

February 15, 1990

Cecilia T. Tumelva, Nilda E. Yap, Emma M. Genzaga, Vilma S. Escandor, Flora J. Laher and Susana R. Peñaflor.

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 that while the authority covers the Technical and Support Staff of the Division, the rendition of overtime, as it has been the practice, shall be limited only to those who are actually needed at a given time.

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 provisions of Memorandum Order No. 228 and National Budget Circular No. 410, dated 28 April 1989, chargeable against any funds/savings of the Region, subject to the availability of funds and the usual budgeting, accounting and auditing rules and regulations.

By Authority of the Secretary:

[Signature]
ROLANDO L. MEJIN
Assistant Secretary
for Management Services