



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JAN 24 1990

SPECIAL ORDER
NO. 56
Series of 1990

SUBJECT: Authority to render overtime services of the personnel of the Finance Division, DENR, Tacloban City.

In the exigency of the service and in connection with the closing of books of accounts SY 1989, preparation of budget estimates CY 1991 and subsequently revision of same as the need arises and other urgent materials/data needed by the Department of Budget and Management, the following officials and employees of the Finance Division of DENR - Region VIII, 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:

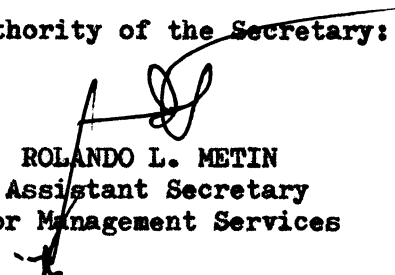
Julia A. Torreja, Ruth R. Puno, Rosina C. Caneda, Herminia Bustamante, Ma. Lilian Agullo, Tomas N. Basas, Corazon Lariosa, Norma B. Garside, Prescilla V. Sumayod, Nimfa Calumbay, Elfa Servana and Asuncion Fernandez.

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:


ROLANDO L. METIN
Assistant Secretary
for Management Services