



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

JAN 24 1990

DENR Special Order  
No. 57  
Series of 1990

SUBJECT: Authorizing the personnel of the Accounting Section DENR Region VIII- Tacloban City 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 February 15, 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.:

Milagros C. Jadaone  
Rosa Belizar  
Ofelia Garcia  
Elvira M. Ayuste  
Erelina Sedurifa  
Martha Lugasa  
Emma Cabanala  
Corazon Milangco  
Imelda Parano  
Marnoldo Solidor

Lucille G. Longjas  
Ophelia Almenario  
Severino Angeles  
Sherecia E. Lacoba  
Romeo P. Petate  
Lilia de Paz  
Norma Anagap  
Rebecca Escobal  
Ruena Roldan

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 the Department of Budget and Management.

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, 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, Region VIII.

APPROVED:  
By Authority of the Secretary

  
ROLANDO Z. METIN  
Asst. Secretary for  
Management Services

EGB/TLA/ACL/nbv

LIST OF ACCOUNTING PERSONNEL WHO WILL RENDER  
OVERTIME SERVICES WITH THEIR ASSIGNED  
DUTIES AND RESPONSIBILITIES AND WORK TO BE DONE

<u>NAME</u>	<u>POSITION</u>	<u>ACTUAL DUTIES AND RESPONSIBILITIES</u>	<u>WORK TO BE DONE DURING OVERTIME</u>	<u>DURATION</u>
1. Milagros C. Jadaone	Accountant III	<ol style="list-style-type: none"> <li>1. Supervises the recording and analysis of data reflecting the financial status of the Department;</li> <li>2. Furnishes information to operating official or Status of Fund and others Financial matters;</li> <li>3. Implements policies relating to the control of Allotments Expenditures and Collections,</li> <li>4. Ascertain whether accounting and auditing rules and regulations are observed in the classification of Accounts and in the preparation of financial statement;</li> <li>5. Review journalizing and classification of accounts in connection with the reconciliation of accounts under liquidation; and</li> <li>6. Performs such other related duties as maybe assigned from time to time.</li> </ol>	To check and review all the financial reports prepared for Mar. 31/90 submission to DEN, COA AND DENR Central Office	January 2, 1990 to Mar. 31/90
2. Lucillie G. Longjas	Accountant II	<ol style="list-style-type: none"> <li>1. Check and review journalizing and posting to books of accounts for accuracy and completeness of data;</li> <li>2. Gives instruction and guidance in work methods and procedures;</li> <li>3. Reconciles the books of Accounts of the liquidation projects with that of the Agency concerned;</li> <li>4. Participates in the preparation of Trial Balance and other financial statements and reports as required by the Secretary, Budget Commission and Commission on Audit;</li> </ol>	To consolidate all financial reports of PENRO accounting unit fund 101 and 102	Jan. 2/90 to Mar. 11
			To prepares quarterly Financial Report of Operation by Function, Activity and by expense class, Fund 102, 152, and 158	

<u>NAME</u>	<u>POSITION</u>	<u>ACTUAL DUTIES AND RESPONSIBILITIES</u>	<u>WORK TO BE DONE DURING OVERTIME</u>	<u>DURATION</u>
3. Rosa Belizar	Accountant I	<ol style="list-style-type: none"> <li>5. Maintains record and files on suspension and disallowances issued by the resident auditor and makes the necessary action thereto;</li> <li>6. Performs such other duties as maybe assigned by immediate supervisor.</li> <li>1. Verifies the monthly summary report of Income and Expenditures and other Financial reports such as actual and estimated expenditures and allotments;</li> <li>2. Checks appropriation appearing in the trial balance against the allotment advises and the Appropriation Act;</li> <li>3. Maintain control of expenses;</li> <li>4. Compute percentage showing relationship between actual and estimated income; actual expenditures and allotments and correct income to previous year income;</li> <li>5. Furnishes financial data and other information needed by Budget examiner;</li> <li>6. Assists in the preparation of financial statement for inclusion in actual report and Budget documents;</li> <li>7. Perform such other duties as may be assigned from time to time</li> </ol>	To prepare monthly preliminary, Final Trial balance Fund 101, 102, 152 & 158	Jan. 2/90 to Mar. 31/90
4. Ophelia Almenario	Accountant I			

WORK TO BE DONE DURING OVERTIME

ACTUAL DUTIES AND RESPONSIBILITIES

POSITION

NAME

5. Maintains record and files on suspension and disallowances issued by the resident auditor and makes the necessary action thereto;
6. Performs such other duties as maybe assigned by immediate supervisor.

1. Verifies the monthly summary report of Income and Expenditures and other Financial reports such as actual and estimated expenditures and allotments;
2. Checks appropriation appearing in the trial balance against the allotment advises and the Appropriation Act;
3. Maintain control of expenses;
4. Compute percentage showing relationship between actual and estimated income; actual expenditures and allotments and correct income to previous year income;
5. Furnishes financial data and other information needed by Budget examiner;
6. Assists in the preparation of financial statement for inclusion in actual report and Budget documents;
7. Perform such other duties as may be assigned from time to time

To prepare monthly preliminary, Final Trial balance Fund 101, 102, 152 & 158  
Jan. 2/90  
to  
Mar. 31/90

-do-

4. Ophelia Almenario Accountant I

To analyze the recon- Jan. 2/90  
ciling items, to recon-  
cile the balance per  
book with the balance to  
per bank, and finalize Mar. 31/90  
the bank reconciliation  
report Fund 101 (FEETC)

<u>NAME</u>	<u>POSITION</u>	<u>ACTUAL DUTIES AND RESPONSIBILITIES</u>	<u>WORK TO DONE DURING OVERTIME</u>	<u>DURATION</u>
5. Ofelia Garcia	Accountant	I	-do-	To up-date bank reconciliation statement form Fund 102 and 152 Jan. 2/90 to Mar. 31/90
6. Severina Angeles	Bookkeeper	II	1. Processed the report of disbursements of disbursing officer assigned; 2. Processed vouchers directly paid in the office; 3. Prepare the JDDC to support the monthly Trial Balance; 4. Prepare the financial report of the Regional Office and other supporting schedule for the month.	To prepare list of reimbursement on GSIS, ADMF and other private insurances in preparation with the closing of the books for CY 1989. -do-
7. Elvira M. Ayuste	Bookkeeper	II	-do-	To prepare the quarterly financial reports of operation by Function, Program, activity and by expense class Fund 101 -do-
8. Sherecia E. Lacaba	Bookkeeper	I	1. Acts as head of small field accounting unit; 2. Supervises the bookkeeping work of lower level accounting clerk; 3. Post financial transaction from the books of original, entry to the general ledger; 4. Prepares trial balance and other financial statements. 5. Reconciles treasury accounts and bank balances; and 6. Prepares correspondence on bookkeeping matters and does related work.	To type the list of outstanding checks for Fund 101, 102, 152 and 158 -do-

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9. Evelina Sedurifa	Bookkeeper I	-do-	To up-date the Bank Reconciliation statement for Fund 101 (Land Bank of the Philippines)	Jan. 2/90 to Mar. 3/90
10. Romeo P. Petate	Bookkeeper I	-do-	To up-date paid vouchers ready for submission to GOA and assists in cross checking of liquidation reports of D.O. and process vouchers.	-do-
11. Martha Lugasán	Accounting Clerk III	<ol style="list-style-type: none"> <li>1. Verifies and journalizing report on collection and disbursements,</li> <li>2. Assists in the preparation of monthly trial balance and other financial statements and reconciles records, kept with there maintained by the officers accountable for funds;</li> <li>3. Prepares correspondence and financial status of the region; and</li> <li>4. Control expenditures and review of accounting clerk II and I and subsidiary ledger keepers.</li> </ol>	To up-date the record on notice of suspensions and collection of permanent disallowances.	-do-
12. Lilia de Paz	Accounting Clerk III	-do-	To process vouchers on reforestation contracts	-do-
13. Emma Cabanacan	-do-	-do-	To process vouchers charged to Fund 101 & 158	-do-
14. Norma Anagap	Accounting Clerk II	<ol style="list-style-type: none"> <li>1. Examines the legality, accuracy and availability of funds vouchers in support of abstracts of disbursements;</li> </ol>	To assist in reconciling paid checks with the bank statement and reports of check issued Fund 101.	-do-

NAME                      POSITION                      ACTUAL DUTIES AND RESPONSIBILITIES                      WORK TO BE DONE DURING OVERTIME                      DURATION

		2. Examines official receipts supporting a report of Collections to determine proper classification and corrections of amount;		To research the Gross income of all DENR employees for CY /89 in preparation of LIR form W2 certificate of withholding tax as basis for filing income tax return.	Jan 2/90 to Mar. 31/90
		3. Prepare journal entries to take up into account collection and disbursements;		To close Section C of ROA & prepare Statement of Accounts Payable for CY 1989	-do-
15.	Corazon Nilangco	Accounting Clerk II	4. Control appropriation and suspensions of disbursement found to be questionable;	To type Financial reports and certificate of TAX withheld CY 1989	-do-
16.	Rebecca Escobal	-do-	5. Performs other related work and duties assigned to him/her by her supervisor	To check the paid vouchers against RCIDDO	-do-
17.	Imelda Parano	-do-		To process vouchers charged to Fund 101	-do-
18.	Luena Soldan	-do-		To prepare Statement of actual payment of salary differential from July to Oct/89 and bonus & cash gift of regular & casual employees for submission to EBM	-do-
19.	Marnaldo Solidor	-do-			