



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JAN 25 1990

DENR Special Order
No. 61
Series of 1990

SUBJECT: Authorizing the personnel of the
Cashier Section DENR Region V,
Legazpi 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 Cashier Section who are listed hereunder are hereby authorized to render overtime services from January 2 - 31, 1990 subject to the submission of weekly output/accomplishments and be compensated by the hour in accordance with the provisions of Memorandum Circular No. 222 dated March 29, 1989 as implemented by National Budget Circular No. 410 dated April 28, 1989.:

Erlinda Z. Julianda	Estrella B. Celendron
Evelina A. Bernardo	Febellen C. Palima
Marivic C. Lutao	Gianelle J. Fojas
Rowena R. Prado	Sonia B. Abarquez
Teresita A. Pletado	Jeralyn B. Sadueste

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 V.

APPROVED:
By Authority of the Secretary

[Signature]
ROLANDO G. METIN
Asst. Secretary for
Management Services

EDB/TLA/ACL/rbv

*Final
copy and
original work
as copy
of the immediate
supervisor and
the ASST*