



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JUN 28 1990

Special Order
No. 611
Series of 1990

**SUBJECT: Authority to Render Overtime Services of
the Personnel of the Planning Service**

In the interest of the service and in conjunction with the accomplishment of urgent activities stated hereunder authority is hereby granted to personnel involved to render overtime services during regular days, Saturdays, Sundays and holidays during the period, June 1 - 30, 1990. These activities include Evaluation of 1990 Work Plans submitted by the Regional Offices and Offices within DENR; Conduct of Planning Workshop; Preparation of Preliminary Guidelines for Preparation of CY 1991 Work Targets and Budget Proposals; Review of First Quarter, 1990 Accomplishment Report submitted by Regional Offices, Preparation of the Department's First Quarter 1990 Accomplishment Report, First Quarter Reports for DBM Purposes; Preparation of 1989 and 1990 Accomplishment for 1991 Budget Defense; Review and Preparation/Finalization of the 1991 Budget Proposals, preparation of briefing materials for the presentation and defense of the 1991 Budget proposals, review of the 1990 realigned budget, updating of the medium-term and long-term plan and preparation of justifications required by the House of Representatives, Senate and Department of Budget and Management, etc.

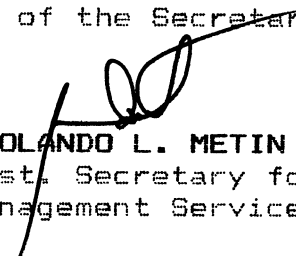
The following personnel involved in the abovementioned activities are: JULIANA ABEN, ROLANDO ABILLA, RODRIGO AGIR, JR., MEDARDE ALMARIO, MA. TERESA BAGUISI, NORMITA BALLON, APOLONIO BASILIO, BENIGNO BENOZA, JR., TEODORA CABRERA, JULIUS CAESAR CASTILLO, HERMINIA CATAMIN, DANIEL ESTARIJA, WILFREDO EVANGELISTA, RIZALITO DAVID, RITA FLORDELIZ, CARIDAD FRANCISCO, EMERSON GARCIA, FE GARRIDO, JOSEPHINE GOMEZ, YOLANDA GOMEZ, LILIAN DE GUZMAN, FEBES DE LEON, CYNTHIA LEONIN, FLORISA MAHINAY, DANILO MANALOTO, LEONORA MANGUBAT, MYRNA MANUEL, MARTIN JOSELITO, MA. CRISTINA MARTINEZ, CECILIA MENDOZA, EMMANUEL MIRAFLORES, EDNA NUESTRO, ARACELI OREDINA, RODEL OMBAO, CRESENCIA PAGAYON, AURORA PROSPERO, LILIA RAFLORES, ESTELA RIVERA, LUMINADA ROTOL, AGNES SANCHEZ, OSCAR SANTELICES, SAMSON SAPADEN, EMMANUEL SUAREZ, JULIET TEXON, MA. LOURDES VALENCIA, VICKY YLAGAN.

JUN 28 1990

All concerned shall record their overtime work in their time card using the Bundy clock. A list of specific output of overtime work certified by the employees and attested by the Chief, Planning and Programming Division or the Chief, Project Development and Evaluation Division shall be required as documentary support for overtime pay claim.


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 provision of Memorandum Order No. 228 and National Budget Circular No. 410 dated 28 April 1983, chargeable against any funds/savings of the Department, subject to the availability of funds and usual budgeting, accounting and auditing rules and regulations.

By Authority of the Secretary:


ROLANDO L. METIN
Asst. Secretary for
Management Services

Handwritten notes:
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per form

Recommending Approval:


ELISEA G. GOZUN
Assistant Secretary for PPSO