



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

0030 200

SPECIAL ORDER
NO. 661
Series of 1990

SUBJECT: Authority to render overtime services on hourly basis pursuant to NBC No. 410 effective July 1 to September 30, 1990.

In the interest of the services and in view of the nature of your work in the Planning, Policy and Studies Office, the following personnel are hereby authorized to render overtime service during regular days, Saturday and Holidays, pursuant to LOI no. 566, dated 30 June 1977, Office Order No. 2, dated September 1977 and the applicable instruction, directives and guidelines previously issued by the Office which are not inconsistent with the Letter of Instruction:

AGATHA ANCHETA	-	Private Secretary
VICTORIA M. LAGUNZAD	-	EDP Input Machine Operator
JOSEFINA ALCONIS	-	Secretary
ADORACION AMPARO	-	Sr. Clerk
RAYMUNDO MENDOZA	-	Driver
ROBERTO AGONCILLO	-	Driver
MARILYN LANDICHO	-	Executive Assistant IV

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

APPROVED:

[Signature]
ROLANDO L. METIN

Assistant Secretary for Management Services

nt to meet 43 hours w/ with

RECOMMENDING APPROVAL:

NOTED:

[Signature]
ELISEA G. GOZUN

Assistant Secretary for Planning, Policy and Studies Office

[Signature]
RICARDO M. UMALI

Undersecretary for Planning, Policy and Studies Office