



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

JAN 30 1990

SPECIAL ORDER  
No. 75  
Series of 1990

SUBJECT: Authority to render overtime  
services of the personnel of  
the Budget Division

In the exigency of the service and in connection with the preparation, review and submission of the 1990 Work and Financial Plans; updating of 1990 Program of Expenditures by Object of Expenditures, functions, projects, activity/purpose, bureaus and regions; review, consolidation and prioritization of pending payables/vouchers and obligating the 1989 balances; computation and payment of salary differentials, year-end benefits, etc.; preparation and submission of requests for the 1989 unreleased allotments and releases of funding warrants; preparation and submission of required data/information needed by both houses-Congress and the Senate; computation of CY 1989 salary differentials and the January fund requirements and issuance of funding warrants; review and evaluation of financial plans submitted by the regions and staff bureaus; preparation of the Summary Financial Plans by sector, function, PENROs, and object of expenditures; and consolidation of the Work and Financial Plans of the Department, the following officials and personnel of the Budget Division at the Department proper are hereby authorized to render overtime services during regular days, Saturdays, Sundays and Holidays during the period of January 2-31, 1990:

RIZALINA F. ASTUDILLO, DANIEL Y. GARCIA, ISIDORA A. PONTILLAS, VIRGINIA R. BALOBALO, DANILO B. MARAMOT, ROMEO CONTRERAS, BENJAMIN T. GOYENA, ZAYDA B. AUSTERO, AMELIA F. MAGAT, ALICIA A. AMBAL, REDEMPTION V. ADUL, RHODORA A. CALUNGCAGIN, LEONOR N. BATARIO, TERESITA T. MONTAGUE, NARCISA B. SESE, JULITA A. CORTEZ, RAMONA A. DE LEON, LEONOR U. SANIDO, PRISCILLA G. BACENA, MAYBELL P. NATE, CONSUELO P. BUAN, AMELITA DE LEON, HERMOGENES PIOL, ARGIE REFIL, BENJAMIN P. CAYABYAB, EDEN BANGCO, ELVIE VEGA, FROYLA A. VEGA, NIDA PRIETO, LOLITA PUERTOLLANO, MYRNA TADENA, SOCORRO BUGANAN, AFONSO VERGARA, EUGENE BAUZON, EDMUND FLORENDO, GENESIS CASTILLO, EDWIN BARIENTOS, JOSE F. GALLANOSA, GERARDO F. CARINO

The above-mentioned employees shall record their overtime

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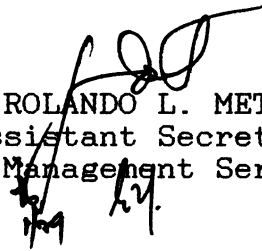
work in their time cards using the bundy clock. A list of specific output of overtime work shall be certified by the employees and attested by the Division Chief shall be required as documentary support for overtime pay claim.

It is understood, 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 and Holidays only, others on rotation basis or as their services are needed.

The personnel concerned who are authorized/required to render overtime services are entitled to payment for services rendered by the hour during regular days 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 savings from Personal Services of the Department, subject to the availability of funds and the usual budgeting, accounting and auditing rules and regulations.

APPROVED:

By Authority of the Secretary:

  
ROLANDO L. METIN  
Assistant Secretary  
for Management Services

*Provided, if there  
OT work performed and  
recorded from the  
bund clock so  
may be considered  
for payment*