



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

SPECIAL ORDER
NO. 84
Series of 1990

FEB 01 1990

SUBJECT : Authorizing Personnel of the Cash and Disbursement Section DENR to claim overtime pay.

In the interest of the service and in order to meet deadline in submission of various reports such as report of disbursement, payroll adjustment due to change of deduction, addition of personnel & standardization, report of checks issued, updating of withholding tax deducted from employees, paying wages and salaries after office hours, segregations of various paid vouchers and payrolls due to closing of books there is hereby organized a working group, composed of H. Torrenueva, G. Alconis, J. Estrada, W. Yngente, F. Mendizabal, M. Pollisco, A. Campo, A. Espanol, T. Morandarte, I. Serrano, M. Jarabe, E. Alconis, T. Rubia, I. dela Cruz, J. Trompeta, and L. America.

They are entitled to payment of overtime pay by the hour during regular days, Saturdays, and Holidays, effective January 2, 1990 to January 31, 1990, pursuant to Memorandum Circular No. 228 dated March 29, 1990 as implemented by National Circular No. 410 dated April 28, 1989, chargeable against the savings in Personal Services.

The employees shall record their overtime work in their time cards using the bundy clock. A list of specific output of overtime work certified by the employee 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 workplan will render overtime services all at the same time. Some will render services during Saturdays & Holidays only, others on rotation basis or as their services are needed.

APPROVED:


ROLANDO L. METIN

Assistant Secretary for
Management service