



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

SPECIAL ORDER
NO. 99
SERIES 1990

FEB 05 1990

SUBJECT: Authority to render overtime services
of the personnel of Mines & Geo-Sciences
Bureau.

In the exigency of the service and in connection with the realignment of the MGB's 1990 Work and Financial Plan, updating of the 1990 Program of expenditures by object of expenditure, functions, projects and activity are hereby authorized to render overtime services during regular days, Saturday, Sunday and Holiday during the period February 1-15, 1990:

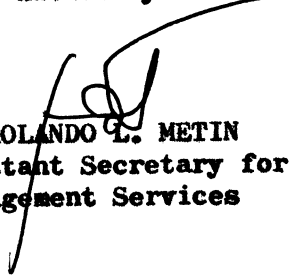
1. FELISA C. GALARAGA - Budget Officer II
2. NELIA D. CANUELA - Budget Officer I

The above-mentioned employee shall record their overtime work in their time cards using the bundy clock. A list of specific output of overtime work shall be certified by the employee and attested by the Division Chief shall be require as documentary support for overtime pay claim.

The personnel concerned who are authorized required to render overtime service are entitled to payment for service 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 April 28, 1989 chargeable against the saving from Personal Service of the MGB, subject to the availability of funds and usual budgeting, accounting and auditing rules and regulations.

APPROVED:

By the Authority of the Secretary:


ROLANDO L. METIN
Assistant Secretary for
Management Services