



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

APR 11 1991

SPECIAL ORDER
NO. 510
Series of 1991

SUBJECT : Authorizing Management Information Systems Division
(MISD) personnel to render overtime service

In the interest of the service and in conjunction with the accomplishment of urgent activities stated hereunder, authority is hereby granted to MISD personnel involved to render overtime service on regular days, Saturdays, Sundays and holidays during the period March 1 to 31, 1991. These activities include:

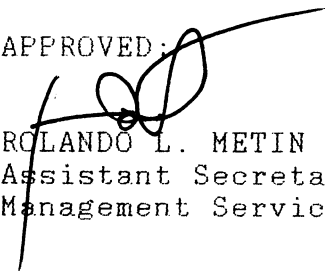
1. Preparation, writing and rewriting of detailed work programs and support materials, typing, collation and binding of reports vital for the implementation of the DENR Information Systems Plan (ISP).
2. Data entry for Confiscations Monitoring System and Statistical Data on Cadastral Survey.
3. Preparation of computer-based presentation graphics used by top management as visual aids to effectively present the Department's programs, projects and activities.

The following personnel involved in these activities are:

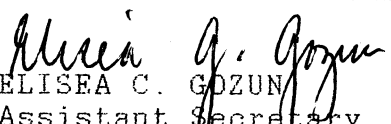
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|------------------------------|---------------------------|
| 1. Anele Marie Villanueva | 9. Aurora F. Prospero |
| 2. Jose Marie A. Bonto | 10. Jose P. Cusi |
| 3. Emmanuel A. Miraflores | 11. Editha C. Villanueva |
| 4. Akemi T. Umali | 12. Lilian T. Yboa |
| 5. Jose Esteban C. Leido | 13. Joselito T. R. Martin |
| 6. Julius Caesar I. Castillo | 14. Teresa Baguisi |
| 7. Sylvia G. Rutaquio | 15. Erlinda Cantil |
| 8. Mervyn Alcoy | |

The above-mentioned personnel are entitled to payment for services rendered BY THE HOUR to commence right after the regular office hours during regular days and 8:00 am during Saturdays, Sundays 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:


ROLANDO L. METIN
Assistant Secretary
Management Services

RECOMMENDING APPROVAL:


ELISEA C. GOZUN
Assistant Secretary
Planning and Policy Service

NOTED BY:


RICARDO M. UMALI
Undersecretary
Planning, Policy and Project Management
Visayas Avenue, Diliman, Quezon City

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