



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

JAN 30 1991

Special Order  
No. 61  
Series of 1991

**SUBJECT: Authority to Render Overtime Services of  
the Personnel of the Planning Service**

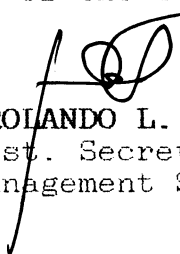
In the interest of the service and in conjunction with the accomplishment of urgent activities stated hereunder authority is hereby granted to personnel involved to render overtime services during regular days, Saturdays, Sundays and holidays during the period, 01 January-March 30, 1991. These activities include the conduct of workshop for 1991 Reprogramming; Preparation of Preliminary Guidelines for the Preparation of CY 1991 Work Targets and Budget Proposals; Preparation, Review of the 1991 Budget Proposals and Physical Targets of the Department; Preparation of Justifications Required by the House of Representatives, Senate and DBM; Preparation and Updating of Medium-Term Plan.

The following personnel involved in the abovementioned activities are: NORMITA BALLON, APOLONIO BASILIO, FERNANDO ELEAZAR BESADA, TEODORA CABRERA, RIZALITO DAVID, CARIDAD FRANCISCO, EMERSON GARCIA, FE GARRIDO, JOSEPHINE GOMEZ, LILIAN DE GUZMAN, JOSEPH LITA, MYRNA MANUEL, MA. CRISTINA MARTINEZ, CECILIA MENDOZA, RODEL OMBAO, LILIA RAFLORES, FRANCIS RAGOS, LUMINADA ROTOL, OSCAR SANTELICES, SAMSON SAPADEN, EMMANUEL SUAREZ, VICKY YLAGAN.

All concerned shall record their overtime work in their time card using the bundy clock. A list of specific output of overtime work certified by the employees and attested by the Chief, Planning and Programming Division or the Chief, Project Development and Evaluation Division shall be required as documentary support for overtime pay claim.

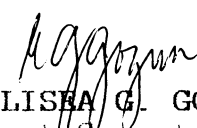
The personnel concerned who are authorized/required to render overtime services are entitled to payment for services rendered by the hour to commence at 5:00 p.m. during regular days and 8:00 a.m. during Saturdays, Sundays, and Holidays, pursuant to the provision of Memorandum Order No. 228 and National Budget Circular No. 410 dated 28 April 1983, chargeable against any funds/savings of the Department, subject to the availability of funds and usual budgeting, accounting and auditing rules and regulations.

By Authority of the Secretary:

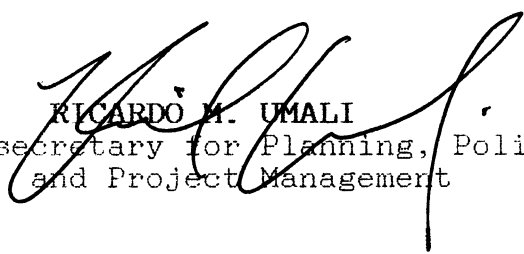
  
ROLANDO L. METIN  
Asst. Secretary for  
Management Services

*not to exceed  
40 hours  
per month*

Recommending Approval:

  
ELISEA G. GOZUN  
Assistant Secretary for PPSO

Noted By:

  
RICARDO M. UMALI  
Undersecretary for Planning, Policy  
and Project Management