



DENR
SPECIAL ORDER
 No. 97-236
 Series of 1997

January 11, 1997

SUBJECT : Authorizing some GSD personnel to render overtime services on January 11-12, 1997 and January 18-19, 1997.

In the interest of the service and in connection with the relocation of Legal Service Conference Room and the Repair of its Floors, the following GSD personnel are hereby authorized to render overtime services on the herein specified dates:

January 11, 1997

1. Gerry Bandolin
2. Joseph Buenavista
3. Rizal Rosales
4. Rodrigo Asuncion
5. Darby Flores

January 12, 1997

1. Joseph Buenavista
2. Rizal Rosales
3. Rodrigo Asuncion
4. Darby Flores

January 18, 1997

1. Rodrigo Asuncion
2. Rizal Rosales
3. Policarpio Alcaraz
4. Joseph Buenavista
5. Herminio Balgua

January 19, 1997

1. Rodrigo Asuncion
2. Rizal Rosales
3. Policarpio Alcaraz
4. Joseph Buenavista

It is understood that the overtime services shall be computed on an hourly basis in accordance with the guidelines on the rendition of overtime services issued by this office effective April 1, 1996.

Further, the abovementioned personnel shall submit their accomplishment report together with their official recorded overtime services duly noted by their immediate supervisor before effecting payment for overtime claims chargeable against Legal Service Funds and in accordance with the accounting and auditing rules and regulations.

This order is valid only on the dates specified therein.

VICTOR O. RAMOS
 Secretary

Recommended by:

ANTONIO G.M. LA VINA
 Undersecretary for Legal and Legislative Affairs
 and Attached Agencies