



Republic of the Philippines
 Department of Environment and Natural Resources
 Visayas Avenue, Diliman, Quezon City, 1100
 Tel. Nos.: (632) 929-66-26 to 29; 929-70-41 to 43
 929-66-33 to 35; 929-40-28

AUG 12 1999

SPECIAL ORDER
NO. 99-914

SUBJECT: AUTHORIZING SOME DENR PERSONNEL TO RENDER OVERTIME SERVICE.

In the interest of the service and in order to properly maintain the buildings and facilities of the Department of Environment and Natural Resources at the least cost, the following personnel of the General Services Division and National Forestation Development Office are hereby authorized to render overtime service from 5:00 pm - 9:00 pm during weekdays and from 8:00 am - 5:00 pm during Saturdays.


Joseph Buenavista	Carpenter/Painter
Rizal Rosales	Carpenter/Painter
Henry Unarce	Carpenter/Painter
Asuncion Rodrigo	Carpenter
Policarpio Alcaraz	Carpenter
Voltaire Calimlim	Supervisor
Peter Ramil Reyes	Electrician
Angelito Estrada	Electrician
Narciso Villamor	Electrician
Homer Gabelo	Plumber
Filepe Bigornia	Plumber
Darby Flores	Supervisor
Francis Veto	NFDO Representative

The Head, Administrative Division of the NFDO, shall coordinate with the Chief, Building and Ground Maintenance Section, for proper scheduling of manpower.

The above personnel shall report directly to the Head, Administrative Division of the National Forestation Development Office for proper monitoring of their overtime and accomplishments. They shall be entitled to collect payment overtime services pursuant to budget Circular No. 10 dated March 29, 1996 not to exceed forty (40) hours per month in accordance with existing internal guidelines. Payments shall be based on actual accomplishments to be certified by the Head, Administrative Division / NFDO Representative.

Funds for this purpose shall be chargeable to the Forestry Sector Project subject to the existing budgeting, accounting and auditing rules and regulations.

This order is valid for two (2) months from the commencement of the actual work.


ADRIANO B. NAYA JR.
 Assistant Secretary
 for Management Services