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Republic of the Philippines
Department of Environment and Natural Resources
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Tel. Nos.: (02) 925-1185 * Trunkline 929-6626 to 29 Loc. 2100

AUG 16 2002

SPECIAL ORDER
NO. 2002- 624

SUBJECT: CHANGE OF FLEXI-TIME SCHEDULE OF MR. POLICARPIO ALCARAZ FROM 8:00 A.M.-5:00 P.M. TO 1:00 P.M.-9:00 P.M.

In the interest of the service and in order to sustain the needed services by the General Services Division specifically on electrical troubleshooting and operation of emergency generator sets, water pumps and other related activities, Mr. Alcaraz is hereby allowed to change his flexi-time schedule from 8:00 a.m.-5:00 p.m. to 1:00 p.m.-9:00 p.m. pursuant to Sec. 6, Rule VII on Government Office Hours of the Omnibus Rules, Implementing Book V of EO 292.

The above-mentioned employee shall submit his daily accomplishment report to the OIC-Chief, General Services Division for record purposes.

This Order shall be retroactive effective August 1, 2001.


PROF. ROGELIO V. PAGLOMUTAN
Assistant Secretary
Finance and Management Services