



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City  
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929-66-20 • 929-66-33 to 35

MAR 19 2003

**DENR SPECIAL ORDER**  
**NO. 2003 - 220**

**SUBJECT : OVERTIME SERVICES OF REGULAR SECURITY GUARDS AND DEPUTIZED SECURITY GUARDS OF DENR REGION IV-A CALABARZON AND DENR REGION IV-B MIMAROPA**

1. In the interest of the service and to enable them to carry out their round-the-clock security guarding duties, to secure the Regional Office building, its personnel, property, records and premises, the following regular and deputized Security Guards are hereby authorized effective **January 1 to December 31, 2003** and pursuant to Budget Circular No. 10 dated March 29, 1996, to render overtime services after the regular working hours and on Saturdays, Sundays and Holidays, in three (3) shifts of the two (2) guards per overtime shift but not exceeding sixty (60) hours a month as exception under DENR Memorandum Circular No. 2001-12 dated July 2, 2001.

**Regular Security Guards**

	<b><u>NAME</u></b>	<b><u>POSITION</u></b>
1.1	Angel C. Fernandez	Security Guard II
1.2	Jose M. Gatongay	Security Guard I
1.3	Primo Baay	Security Guard I
1.4	Abraham R. Villanueva	Security Guard I

**Deputized Security Guards**

1.5	Rey B. Selleza	Driver II
1.6	Marlon D. Vaquilar	Driver I
1.7	Jessie Ramos	Driver I

1.8 Mario Estrella

Reproduction Machine  
Operator II

2. The Overtime Services herein-above authorized shall be compensable by the hour based on the employees actual salary per month and the number of overtime hours rendered, provided, However, that the total overtime pay of the employee for the year shall not exceed fifty percent (50%) of his annual salary, in accordance with Budget Circular No. 10, s. 1996.
3. Payment of overtime shall be subject to availability of funds as well as to standing accounting and auditing rules and regulations.
4. This Order takes effect on **January 01, 2003**.

**APPROVED :**

  
**ELISEA G. GOZUN**  
Secretary

**RECOMMENDING APPROVAL :**

  
**SAMUEL R. PEÑAFIEL, CESO III**  
Regional Executive Director  
CALABARZON

  
**JOVITO B. LAYUGAN, JR., CESO IV**  
OIC, Regional Executive Director  
MIMAROPA