



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2021- 152

JAN 04 2021

SUBJECT : AUTHORIZING THE ACCOUNTING DIVISION AND BUDGET DIVISION TO RENDER OVERTIME SERVICES FOR THE PERIOD COVERING JANUARY 2 TO MARCH 31, 2021

In the interest of the service and in order to ensure the submission of Budget and Financial Accountability Reports (BFARs) and Annual Financial Reports required by the Commission on Audit, Department of Budget and Management and other oversight agencies, the Accounting Division and Budget Division are hereby authorized to render overtime services for the period covering January 2 to March 31, 2021.

The rendition of the overtime services shall strictly conform to the attached Overtime Work Plan (Annex A), which specifies the names of personnel authorized to render overtime services, purpose, expected output and the specific period of overtime rendition.

As such, they shall be entitled to overtime pay subject to the provisions of Civil Service Commission and Department of Budget and Management Joint Circular No. 2¹ series of 2015.

Funds for this purpose shall be charged against DENR funds subject to the usual accounting and auditing rules and regulations.

This Order takes effect immediately.

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs



¹ Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees