SPECIAL ORDER NO. 010
Series of 2005

In the interest of the service and in connection with the 24-hour operation of the POEA Information and Assistance Center hotlines, the following employees are hereby designated as alternate duty officers during the night, early morning and weekend shifts:

Abigail M. Calinisan  IED  Lynda Llave  Prosecution Division
Nascel A. Gabito  IED  Neeneelyne C. Paguila  Prosecution Division
Elizabeth O. Mancilla  IED  Elizabeth J. Sison  Adjudication Branch
Jeaneth J. Narisma  IED  Roland G. Quintos  LB Processing
Antonio Dela Cruz  IED  Tina Joy M. Maala  LB Processing
Dalisay T. Siwa  IED  Marilou M. Tayem  LB Processing
Lorenzo C. Almendares III  PPD  Avelino T. Gannaban  SB Processing
Dunhill D. Alcantara  PPD  Lorna V. Silay  SB Processing
Elizabeth F. Andaya  PPD  Eleonora R. Pahati  LRDED
Arturo N. Dela Cruz Jr  ESRD  Sonny N. Atendido  HRDD
Arleen Pablita B. Calletor  ESRD  Rustico Mendrato Banal III  NHPU
Lalaine M. Castro  LAD  Augusto B. San Diego III  WED
Merlyn P. Barrameda  LAD  Corazon S. Ortiz  MRD
Bertrand P. Caronan  Licensing Division  Alexander M. Gammab  GSD
Kim M. Bansuelo  Licensing Division  Rita U. Fuentes  CSD
Belen M. Blones  Licensing Division  Josephine A. Balubar  CSD
Marcelo S. Maningding  Inspection Division

It is emphasized that their assignment at the InfoCenter shall not affect the performance of their duties during regular office hours with their respective units. The InfoCenter-IED, Planning Branch shall prepare the schedule of duty and monitor the presence of the duty officers. It shall be the responsibility of the duty officer to inform the IED eight hours ahead of the assigned duty schedule if he/she will not be available for the duty.

The above employees are entitled to night shift differential and overtime pay subject to the availability of funds and the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.

[Signature]

ROSALINDA D. BALDOZ
Administrator

01 January 2005