SPECIAL ORDER NO. 02
Series of 2009

In the interest of the service and in connection with the extended operating hours of the POEA Information and Assistance Center hotlines, the following employees are hereby designated as overtime duty officers after the regular working hours, on weekends and on special holidays:

Abigail M. Calinisan IED Merlyn P. Barrameda LAD
Nascel A. Gabito IED Corazon S. Ortiz MRD
Elizabeth O. Mancilla IED Rita U. Fuentes CSD
Lorenzo C. Almendares III PPD Eleonora R. Pahati LRDEB
Dalisay T. Siwa HRDD Nancy P. Perez LRDEB
Elizabeth J. Sison Adjudication Branch Tina Joy M. Maala Landbased Center
Meltiades B. Magdamit Adjudication Branch Belen M. Biones Landbased Center
Nenita C. Mercado Adjudication Branch Ma. Alve O. Rendon Landbased Center
Marcelo S. Maningding Inspection Division Lorna V. Silay Seabased Center

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 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 on 02 January 2009.

JENNIFER JARDIN-MANALILI
Administrator

05 January 2009