SPECIAL ORDER No. 02
Series of 2011

In the interest of the service, the following employees are hereby authorized to perform liaison work with different embassies and foreign consulates relative to visa issuance for workers hired through the Government Placement Branch, Airline Offices on the issuance of tickets, publishing companies on the advertisements and other concerned government entities.

1. RITA U. FUENTES - Senior Labor Employment Officer
2. SONNY N. ATENDIDO - Stenographic Reporter I

As such abovenamed employees are entitled to reimburse travelling expenses incurred up to ONE THOUSAND PESOS (P1,000.00) including taxi fares during performance of official duties, in accordance with DOLE Administration Order No. 44 Series of 1990, subject to the usual accounting and auditing rules and regulations. Claims shall be made on a monthly basis supported by complete documents.

The Order shall take effect on January 3, 2011.

Mandaluyong City, 03 January 2011

[Signature]
JENNIFER JARDIN – MANALILI
Administrator