In the interest of the service and to ensure continued service delivery during extended operating hours of the POEA Information and Assistance Center, the following employees are designated as Duty Officers after regular office hours and on Saturdays at the said Center:

**Adjudication Branch**: Jessica R. Estores, Elizabeth J. Sison, Eleonora R. Pahati

**Finance Branch**: Shouy A. Bastes

**Administrative Branch**: Tina Joy M. Garcia, Belen M. Blones, Marivi Rendon

**Employment Branch**: Corazon S. Ortizo, Rosemarie S. Tayo

**ICT Branch**: Ricardo C. Capin

**Landbased Center**: Merlyn P. Barrameda, Nancy P. Perez

**Licensing Branch**: Marcelo S. Maningding, Jr.

**Planning Branch**: Eleanor S. Samson, Johnson Bolivar, Victoria M. Paragas, Abigail M. Calinisan, Moira Lintongan-Idiesca

It is emphasized that their assignments at the Info Center shall not in any way affect the performance of their regular duties and responsibilities. The Information and Education Division (IED), Planning Branch, shall prepare a monthly work schedule for the above employees and monitor their presence at the Center. The Duty Officers are directed to inform the IED a day before if they cannot meet their assigned schedules.

Further, the above employees shall be entitled to night shift differential and overtime pay, subject to the availability of funds, and the usual accounting and auditing rules and regulations.

For compliance.

02 January 2013