SPECIAL ORDER NO. 03
Series of 2009

In the interest of the service and in order to respond effectively to the requirements of the issuance of the Electronic receipts (E-receipts), the following staff of the Cash Division, Administrative Branch shall render extended working hours to accept payments, issue corresponding e-receipts and prepare the required daily documents/reports to be submitted to the Bureau of Treasury and the Commission on Audit.

1. Renato C. Limjuco
2. Lilibeth T. Hilot
3. Lilibeth D. Espiritu
4. Heide E. Palabrica
5. Annabelle Q. Cordero
6. Danilo S. Lazaro
7. Raquel V. Catiis
8. Janelyn S. Cruz
9. Clark B. Briz
10. Dely C. Aquino
11. Ligaya P. Josef
12. Ninfa M. Saavedra
13. Harold Anthony R. Fajardo

As such said employees shall be entitled to overtime pay effective January 2, 2009, subject to availability of funds and to accounting and auditing rules and regulations.

Mandaluyong City, 05 January 2009

JENNIFER JARDIN-MANALILI
Administrator

[Stamp: CONTROLLED AND DISSEMINATED]
[Stamp: JAN 08 2009]