In the interest of service, the following POEA employees at the Accounting Division, Finance Branch, are hereby authorized to render overtime services whenever necessary effective January 5, 2010:

1. Marilyn M. Adalia - Chief Accountant
2. Maria Theresa C. Sanz - Accountant III
3. Lourdes T. Tejerero - Accountant III
4. Vanessa A. Olivas - Accountant II
5. Lourdes A. Lorenzo - Bookkeeper

As such, above named employees shall be entitled to the availment of compensatory time-off in lieu of overtime pay for work rendered beyond eight-hour duty and on Saturdays, Sundays and official holidays. Further, the Division Chief shall see to it that these employees will have to take turns in availing the said compensatory time-offs so as not to disrupt the normal operations.

For strict compliance.

JENNIFER JARDIN-MANALILI
Administrator