SPECIAL ORDER NO. 014
Series of 2013

In the interest of the service and relative to the 1st EPS-TOPIK Computer Based-Test (CBT) Registration on January 14 – 18, 2013, MR. FERDINAND I. MAGNO is hereby directed to proceed to Occupational Safety and Health Center to transport personnel, equipments, supplies and materials using the service vehicle Nissan Urvan SJA 873 to the ingress preparation of the afore-stated venue on January 12, 2013.

As such the above-mentioned named is hereby authorized to claim compensatory day-off in lieu of overtime pay pursuant to Memorandum Order No. 2, Series of 2005 and CSC-DBM Joint Circular No. 2, Series of 2004 (Guidelines on the Grant of Non-Monetary Remuneration of overtime services rendered), for official activities that fall on Saturdays, Sundays and Holidays.

For compliance.

Mandaluyong City, 09 January 2013.

HANS LEO J. CACDAC
Administrator