SPECIAL ORDER NO. 18
Series of 2005

In the exigency of the service, the following staff of the Central Records Division (CRD) are hereby authorized to render overtime services on Saturdays/Holidays to attend to backlogs in sorting/filing, document imaging and systematic organizing of OFW records:

1. Alda Alfaro
2. Mel Candano
3. Violeta Aseron
4. Corazon Co
5. Delia Lauban
6. Cecilia Gipal
7. Carmina Manuel
8. Bernadette Rejalde
9. Mae Ann Racho
10. Gemma Vicente
11. Jimmy Cerezo
12. Raul Derpo
13. Raymundo Abello
14. Marlene M. Galang
15. Erwin M. Topacio
16. Ronald Secuya

The above-named employees shall be entitled to offsetting benefit which shall be subject to prior approval of the Chief of the Division to ensure that CRD’s normal operation is not disrupted or adversely affected by such arrangement.

For compliance.

Mandaluyong City, 14 January 2005.

CARMELITA S. DIMZON
Officer-in-Charge