In the interest of the service and in line with the implementation of an effective and efficient storage and retrieval system for OFW records and POEA issuances, the following employees of the Central Records Division (CRD) are hereby authorized to render overtime services on Saturdays/Holidays to attend to backlogs in organizing, scanning, encoding, relocation and inventory of OFW records and issuances:

1. Violeta V. Bersamen
2. Violeta T. Aseron
3. Cecilia C. Gripal
4. Delia A. Laaban
5. Raymund Ronan
6. Mae Ann Rachio
7. Raul D. Derpo
8. Raymundo O. Abello
9. Sariel M. Cedo
10. Bernadette R. Rejalde
11. Erwin M. Topacio
12. Jimmy M. Cerezo

As such, the above-named employees are hereby authorized to claim compensatory day-off in lieu of overtime pay per CSC and DBM JointCircular No. 2, series of 2004, on the "Non-Monetary Remuneration for Overtime Services Rendered".

For compliance.

Mandaluyong City, 21 January 2011.

CARLOS S. CAO, JR.
Administrator