SPECIAL ORDER NO. 049
Series of 2012

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 to attend to the following tasks:

- General clean-up of CRD Records Rooms
- Rearranging/distribution of all the newly delivered 96 pieces of metal racking units for the three 6th floor records rooms
- Sorting, shelving, reboxing OFW records to be assigned and indexed to racking system
- Inventory of POEA records on all 6 records rooms
- Migration of records/segregation of records for disposal from the 6th floor to the basement storage area

1. Violeta V. Bersamen
2. Belen M. Blones
3. Delia A. Lauban
4. Mae Ann R. Topacio
5. Raul D. Derpo
6. Raymundo O. Abello
7. Sariel M. Cedo
8. Erwin M. Topacio
9. Jimmy M. Cerezo
10. Shienly Jeef H. Faustino

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

This order takes effect on February 2, 2013 until August 3, 2013.

For compliance.

Mandaluyong City, 30 January 2013.

LIBERTY T. CASCO
Officer-in-Charge