Further to Special Order No. 536, Series of 2009, the following employees are designated as Duty Officers during the daily extended operating hours of the POEA Information and Assistance Center, including weekends and special holidays:

RITA U. FUENTES  
Government Placement Branch

MARCELO S. MANINGDING, JR.  
Licensing Branch

The Information and Education Division, Planning Branch, shall prepare a monthly work schedule for the above employees and monitor their presence at the Center. They are directed to inform the said division a day before the assigned schedule if the same can not be fulfilled. It is also understood that their assignments at the Info Center shall not in any way affect the performance of their duties and responsibilities during regular office hours.

They shall be entitled to night shift differential and overtime pay, subject to the availability of funds and the usual accounting and auditing rules and regulations.

For compliance.

Mandaluyong City, 26 February 2010

JENNIFER JARDIN-MANALILI  
Administrator