SPECIAL ORDER NO. 97
Series of 2011

In the interest of the service the following POEA employees are hereby
directed to proceed to POEA Satellite Office - Laguna to repair the
computer, to reinstall BM processing system and to deliver 1 set of computer unit
on March 11, 2011.

1. Nerissa S. Jimena – OIC, Databank & Network Management
Division

2. Adrian C. Silvestre – Computer Technician

Further, Mr. Michael A. Tadlip, driver, is instructed to provide
transportation service to the above named employees using POEA vehicle Hi-lux
Pick-up with plate number SJP 472.

As such, they are entitled to per diem and other allowable expenses,
subject to the availability of funds and the usual accounting and auditing rules
and regulations and claim compensatory day-off in lieu of the overtime pay per
CSC and DBM Joint Circular No. 2, series of 2004 on the “Non-Monetary
Reenumeration for Overtime Services Rendered”.

For compliance.

Mandaluyong City, 7 March 2011

CARLOS S. CAO, JR.  
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON MAR 10 2011