SPECIAL ORDER NO. 110
Series of 2011

In the interest of the service and in response to the invitation of Pastoral Care for Migrants and their Families Ministry in the Diocese of Novaliches relative to its forthcoming celebration of the 25th National Migrant’s Sunday, MR. AUGUSTO B. SAN DIEGO III, Supervising Labor Employment Officer, is hereby directed to conduct Pre-Employment Orientation Seminar (PEOS) on March 12, 2011 at the Jesus, Lord of the Divine Mercy Parish, Hober Village, Quezon City.

Further, Manuel Ojena shall drive Mr. San Diego to and from the venue using Tamaraw FX with plate number SED 533.

As such, above-mentioned employees are entitled to transportation allowance, offsetting or overtime pay benefit should the activity falls on a weekend and other allowable expenses subject to the usual accounting and auditing rules and regulations.

For compliance.

9 March 2011, Mandaluyong City.

CARLOS S. CAO, JR.
Administrator