SPECIAL ORDER NO. 125
Series of 2011

In the interest of the service, MS. LAURA S. TIMONERA, Chief Labor and Employment Officer, Inspection Division, is hereby designated as Officer-In-Charge of the Employment Regulation Branch (ERB). Likewise, MR. AUGUSTO B. SAN DIEGO III, Supervising Labor and Employment Officer and currently assigned at the Workers Education Division (WED), is hereby designated as Officer-In-Charge of the Inspection Division, Licensing Branch, vice Ms. Timonera.

As such the above-mentioned employees are entitled to claim the corresponding Representation and Transportation Allowance (RATA) subject to the usual accounting and auditing rules and regulations.

The above-mentioned employees are also instructed to clear themselves from all property, monetary and reportorial accountabilities and ensure the proper turn-over of all their pending programs and projects from their present assignments prior to their assumption to their new duties. Further, Ms. Timonera and Mr. San Diego are hereby directed to report to Director Melchor B. Dizon and Director Lucia L. Villamayor, respectively, for instructions.

Based on the Civil Service Commission’s (CSC) guidelines on designation of Officer-In-Charge, their designation shall be for a period of not more than one (1) year.

This Order shall take effect immediately and until further Orders.

For strict compliance.

Mandaluyong City, 17 March 2011.

CARLOS S. CAO, JR.
Administrator