SPECIAL ORDER NO. 65
Series of 2011

In the interest of the service, the following POEA employees are hereby directed to proceed to the POEA Satellite Office – Pampanga on April 15, 2011 to set up the computerized processing system for Balik Manggagawa (BM), install memory cards of computers and perform preventive maintenance.

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

2. Adrian C. Silvestre – Computer Technician

Further, Mr. Ferdinand I. Magno, driver, is instructed to provide transportation service to the above named employees using POEA vehicle Toyota 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. Likewise, said employees shall be entitled to 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 Renumeration for Overtime Services Rendered”.

For compliance.

Mandaluyong City, 11 April 2011.

CARLOS S. CAO, JR
Administrator