SPECIAL ORDER NO. 177
Series of 2009

In the interest of the service, MR. SILVESTRE T. PALEN, Administrative Aide III (Driver I), Office of the Administrator, is hereby authorized to render overtime services for a maximum of three (3) hours only from Mondays to Fridays and eight (8) hours on Saturdays, Sundays and Legal Holidays as maybe required, effective 01 January 2009 until 31 December 2009.

As such, Mr. Palen is authorized to claim overtime pay for actual services rendered not to exceed 50% of the annual basic salary as provided under Section 3.1.2 of the National Budget Circular No. 410, s. 1989 and POEA Memorandum Order No. 13, series of 2001.

Such claim is subject to the availability of funds and the usual accounting and auditing rules and regulations.

For compliance.

Mandaluyong City, 12 May 2009.

JENNIFER JARDIN-MANALILI
Administrator

CONTROLL ED AND DISSEMIN ATED

BY CRD ON MAY 15 2009