SPECIAL ORDER NO. 251
Series of 2010

In the interest of the service and pursuant to National Budget Circular No. 524, series of 2010, on the "Implementation of the Second Tranche Monthly Salary Schedule for Civilian Personnel and Base Pay Schedule for Military and Uniformed Personnel in the National Government", effective 24 June 2010, the following employees at the Human Resource Development Division (HRDD) are hereby directed to render overtime services to prepare the following forms: Plantilla of Personnel and Salary Adjustment (PPASAs), Notices of Salary Adjustment (NOSAs) and updating of Service Records for all officials and employees, to wit:

1. Ms. Julie Ann J. Aguila
2. Ms. Nancy B. Aricayos
3. Mr. Apollo C. De Robles
4. Ms. Leonor C. Gallego
5. Ms. Perlita C. Lagalagot
6. Ms. Raquel A. Ramos
7. Mr. Nicanor Romualdo S. Ramos IV
8. Ms. Dalisay T. Siwa

As such, the above-named employees are hereby authorized to claim compensatory day-off in lieu of overtime pay per CSC and DBM Joint Circular No. 2, series of 2004, on the "Non-Monetary Remuneration for Overtime Services Rendered" starting 15 July 2010 to 31 August 2010, including Saturdays and Holidays.

For strict compliance.

Mandaluyong City, 15 July 2010.

[Signature]
JENNIFER JARDIN-MANALILI
Administrator