SPECIAL ORDER NO. 254
Series of 2012

In the interest of the service and in line with the implementation of an effective and efficient storage and retrieval system for OFW records and POEA issuances, the following employees of the Central Records Division (CRD) are hereby authorized to render overtime services on Saturdays/Holidays to attend to backlogs in organizing, scanning, encoding, relocation, re-boxing and inventory of OFW records and issuances:

1. Violeta V. Bersamen
2. Belen M. Biones
3. Delia A. Lauban
4. Cecilia C. Gripal
5. Eliseo Montero
6. Mae Ann R. Topacio
7. Raul D. Derpo
8. Raymundo O. Abello
9. Sariel M. Cedo
10. Erwin M. Topacio
11. Jimmy M. Cerezos
12. Shienly Jeef H. Faustino

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”.

This order takes effect on June 9, 2012 until August 25, 2012.

For compliance.

Mandaluyong City, 01 June 2012.

HANS LEO J. CACDAC
Administrator