In the interest of the service, the following employees are directed to conduct an inventory of all unserviceable IT equipments with overdue retention period for disposal on three (3) consecutive Saturdays, July 31, August 7 and 14, 2010.

1. Renato C. Limjuco
2. Nerissa Jimena
3. Adel dela Cruz
4. Leopoldo Villalobos
5. Ricardo Capin
6. Romeo Padigdig
7. Raquel Laput
8. Analiza Casabuena
9. Ma. Cristina Malagkit
10. Ronald Andaya
11. Melven Palmes
12. Jan Michael Eufracio
13. Adrian Silvestre
14. Edmund Panuelos
15. Kris Alain Ramirez
16. Levie Rasonabe

Immediately thereafter, an Inventory and Inspection (I & I) Report shall be submitted to the undersigned for proper endorsement to the Commission on Audit (COA).

Ms. Jimena shall be authorized to reimburse expenses incurred which include, but not limited to, supplies and meals. Likewise, above-named employees shall be entitled to availment of compensatory time-off in lieu of the overtime pay for work rendered beyond eight-hour duty and on Saturdays, Sundays and official holidays. Further, the concerned Division Chiefs shall see to it that said employees will have to take turns in availing the said compensatory time-offs so as not to disrupt the normal operations.

For compliance,

Mandaluyong City, 26 July 2010.

[Signature]

JENNIFER JARDIN-MANALILI
Administrator