SPECIAL ORDER NO. 291
Series of 2012

In the interest of the service and in line with the Job Fair Program of the Manpower Registry Division (MRD), Employment Branch (EB), MS. MERCEDES G. CORTEZ, Administrative Officer V, is hereby authorized to represent the Philippine Overseas Employment Administration (POEA) in the scheduled Job Fair to supervise, monitor and assist in the conduct of activities related thereto.

As such, Ms. Cortez shall get her specific instruction and job fair assignment from the Director II, Employment Branch (EB) or Director IV, Welfare and Employment Office (WEO), through an Office Order and is directed to submit a corresponding report after the completion of the job fair.

Further, said employee is entitled to transportation, per diem and other allowable allowances, subject to the usual accounting and auditing rules and regulations. Ms. Cortez is also authorized to claim compensatory day-off in lieu of overtime pay pursuant to POEA Memorandum Order No. 2, series of 2005 and CSC-DBM Joint Circular No. 2, series of 2004 (Guidelines on the Grant of Non-Monetary Remuneration of Overtime Services Rendered), for Job Fair related activities that fall on Saturdays, Sundays and Holidays.

For strict compliance.

Mandaluyong City, 19 June 2012.

HANS LEO J. CACDAC
Administrator