SPECIAL ORDER NO. 312
Series of 2011

In the interest of the service, the following employees and service contractors are hereby directed to proceed to the Regional Satellite Office – Clarkfield Pampanga to conduct ocular inspection /office visitation, to configure newly acquired computer and install BM system, bring equipment and supplies, and also to get records for storage at the said office on Thursday 05 July 2012.

Administrative Branch
1. Engr. Renato C. Limjuco - OIC – Director II
   Administrative Branch
2. Gerardo Cusina - Utility

ICT Branch
3. Nerrisa S. Jimena - OIC, Data Bank & Network
4. Adrian Silvestre - Computer Technician

ROCO
5. Preciosa R. Sienes - Overall Coordinator -ROCO
6. Jonalyn D. Virtusio - Service Contractor

Further, MR. FERDINAND MAGNO, Admin Assistant I and MR. AMADOR I. CASTRO are instructed to provide transportation service to the above-named employees and service contractors using POEA vehicle Toyota Hi-Lux with Plate Number SJP 472 and Nissan Urban with Plate Number SJA 873.

As such, the above employees and service contractors are entitled to claim per diem and other allowable expenses, such as toll fees, etc. and other expenses subject to the availability of funds and the usual accounting and auditing rules and regulations.

For compliance.

Mandaluyong City, 29 June 2012.

HANS LEO J. CACDAC
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON JUL 04 2012