SPECIAL ORDER NO. 374
Series of 2004

In the interest of the service, and in response to the invitation of the CARITAS Cubao to conduct a Pre-Employment Orientation Seminar (PEOS) in preparation for their 1st Diocesan Job Fair, Mesdames NORA NITURA, Senior Labor & Employment Officer and ELIZABETH MANCILLA, Labor & Employment Officer III, are hereby directed to conduct the seminar on 31 July 2004, 1:00 pm at the Immaculate Heart of Mary Parish, #2 Mayumi corner Mahinhin Sts. UP Village, Quezon City.

As such, the above-mentioned employees are entitled to an overtime-pay or one-day-offsetting and actual reimbursement of transportation expense subject to the availability of fund and to the usual accounting and auditing rules and regulations.

For compliance.

Mandaluyong City, 27 July 2004

ROSALINDA DIMAPILIS-BALDOZ
Administrator