SPECIAL ORDER NO. 455
Series of 2004

In the interest of the service and in connection with the 2004 Christmas Holidays Peak Season Project the following employees are hereby directed to report to the Balik-Mangggagawa Processing Division and to Cash Division to augment the peak season manpower requirement in the issuance of travel exit clearance (e-receipt)/ Overseas Employment Certificates (OECs) and collection of required fees to vacationing OFWs/ workers on leave from 15 December 2004 to 15 January 2005:

1. Elmira Sto. Domingo - BMPD
2. Violeta Bersamen - BMPD
3. Lucila Makiling - BMPD
4. Charisse Seachon - BMPD
5. Teresita Escudero - BMPD
6. Gloria Victoria - BMPD
7. Florenda Ramos - BMPD
8. Araceli Timpog - BMPD
9. Ma. Flor Torres - BMPD
10. Ma. Concepcion Dacanay - BMPD
11. Violeta Pinili - BMPD
12. Jennifer Balboa - BMPD
13. Junafel Alilio - BMPD
14. Jasmin Rafael - BMPD
15. Bernardo Pablo - BMPD
16. Mark Lowell Jacinto - BMPD
17. Herbert Rodero - BMPD
18. Jeffrey Olfindo - ICT Branch
19. Ariel Francis Cedo - ICT Branch
20. Julius Ramones - ICT Branch
21. Nancy Perez - AO
22. Elizabeth Sison - AO
23. Toni Sopia - AO
24. Antonio dela Cruz - Planning Branch
25. Ralph Gene Buiser - WEO
26. Tita Hernandez - LRO
27. Michelle Hernandez - Planning Branch
28. Cristina Benito - LRO
29. Angelita Ladao - PSO
30. Mercedita Maat - PSO
31. Sheryl Mae Barrameda - PSO
32. Myrna Macarubbo - MRD
33. Perla Gutierrez - LRO
34. Celina Sabroso - GASS
35. Linda Maurera - PSO
36. Reynaldo Talagtag - GASS
37. Rebecca Apelado - PSO
38. Judy Santillian - AO
39. Venancia Cueto - AO
40. Roland Quintos - PSO
41. Elizabeth Andaya - Planning Branch
42. Maribel Pia - LRO
43. Jeanette Reglos - PSO
44. Lucy Austria - AO
45. Marissa Pablo - Finance Branch
46. Dalisay Siwa - Planning Branch
47. Nora Nitura - GASS
48. Ma. Melodina Bediao - Planning Branch
49. Juliet Batara - LRO
50. Jerome Buenafe - LRO
51. Elnora Carpio - PSO
52. Leopoldo Villalobos - GASS
53. Magdalena Miniano - Finance Branch
54. Ma. Alve Rendon - PSO
55. Janelyn Cruz - GASS
56. Heidi Palabrica - GASS
57. Annabelle Cordero - GASS
58. Raquel Catis - GASS
59. Lilibeth Espiritu - GASS
60. Merriam Ebora - HRDD
61. Perita Lagalagot - HRDD
62. Marisa Ortiz - HRDD
63. Nicanor Romualdo Ramos - HRDD
64. Bertrand Caronan - LRO

Abovenamed employees are instructed to report to Ms. Elmira C. Sto. Domingo, Chief, BMPD and overall coordinator of the 2004 Christmas Peak Season Mall operations for further orientation and instructions. Likewise, employees to be assigned as Cashier shall report to Mr. Renato C. Limjuco, Chief Cash Division for instructions.

As such, abovenamed employees are entitled to overtime pay for work rendered beyond the eight-hour duty and on Saturdays, Sundays and official holidays, subject to the availability of funds and the usual accounting and auditing rules and regulations.

For strict compliance.

Done in the City of Mandaluyong, 02 December 2004.

[Signature]
RAMON T. TIONLOG, JR.
Officer-in-Charge