SPECIAL ORDER NO. 464
Series of 1996

In the interest of the service and in view of various records being indorsed by units to Central Record Division (CRD), the following personnel are hereby authorized to render overtime every Saturdays starting July 6, 1996 to October 26, 1996.

Ms. Mercedes Cortez – Records Officer III
Ms. Amalia Tullen – Statistician II

As such, the abovementioned personnel are entitled to claim overtime pay subject to the usual accounting and auditing procedures.

FELICISIMO O. JOSON, JR.
Administrator
For: Mr. Hermogenes C. Mateo  
Manager, Administrative Branch

Re: Over-Time Request for Ms. Mercedita Cortez and  
Ms. Amalia Tullen

Date: 05 July 1996

The Central Records Division is being flooded by  
voluminous records being indorsed by our contract processing  
units. For this reason, our records filing and management has  
been hampered and we are currently encountering backlogs in this  
aspect.

To reduce such concern, we are requesting that Ms. Cortez  
and Ms. Tullen be allowed to render over-time on Saturdays until  
we have reached our target - "NO BACKLOG".

Thank you very much for your consideration.

ALFREDO A. ROBLES, JR.  
Officer-in-Charge  
Central Records Division