SPECIAL ORDER NO. 473
Series of 2004

In the interest of the service and further to Special Order No. 455, series of 2004, the following employees are hereby directed to report to the Balik-Manggagawa 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 16 December 2004 to 15 January 2005:

1. Merlyn P. Barrameda - LRO
2. Fe M. Esguerra - GASS
3. Avelino T. Gannaban - PSO
4. Mark Julius T. Cielo - GASS

Abovenamed employees are instructed to report to Ms. Elmira C. Sto. Domingo, 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, 15 December 2004.

[Signature]

ROSALINDA DIMAPILIS-BALDOZ
Administrator