SPECIAL ORDER NO. 513
Series of 2012

In the interest of the service, MS. MARIETTA M. BELLOTINDOS, Senior Labor and Employment Officer and Coordinator, POEA-Satellite Office-Butuan City, is hereby re-assigned as Coordinator of POEA-Regional Extension Unit-Zamboanga City effective 01 October 2012 and until further orders.

Ms. Bellotindos is hereby instructed to clear herself from all property, monetary and reportorial accountabilities from her present assignment and ensure smooth turn-over of all pending programs and projects. As such, Ms. Bellotindos is entitled to per diem, travel allowance and other allowable expenses subject to availability of funds and to the usual accounting and auditing rules and regulations.

Further, Ms. Bellotindos is also directed to continue spearheading the Anti-Ilegal Recruitment (AIR) campaign at the Butuan Satellite Office and is authorized to proceed to Butuan once a month for the conduct of the said activity. Expenses to be incurred for the said travel shall be charged against the AIR Funds subject to the usual accounting and auditing rules and regulations.

Furthermore, Ms. Bellotindos is instructed to report to Ms. Ma. Carolina B. Agdamag for direct instructions and shall submit a copy of her Certificate of Assumption to Duty to the Human Resource Development Division (HRDD) for monitoring and recording purposes.

For strict compliance.

Mandaluyong City, 28 September 2012.

HANS LEO J. CACDAC
Administrator