SPECIAL ORDER NO. 521
Series of 2011

In the interest of the service, Ms. Juliet A. Batara, Senior Labor Employment Officer (LEO), is hereby designated and deputized as Collecting Officer at the Labor Assistance Center (LAC).

As Collecting Officer, Ms. Batara shall perform the following functions:

1. Issues Official Receipts (OR) for all collections received;
2. Deposits daily collections;
3. Submits the required Report of Collections and Deposits on a weekly basis;
4. Maintains Cash Book for the recording of daily collections and deposits for proper monitoring.

Likewise, she shall oversee and monitor all the collection processes in Terminals 1, 2 and 3 of the LAC.

This order shall take effect immediately.

Mandaluyong City, October 25, 2011

CARLOS S. CAO, JR.
Administrator