SPECIAL ORDER NO. 536
Series of 2009

In the interest of the service and to ensure continued service delivery to our publics during the extended operating hours of the POEA Information and Assistance Center, the following employees are designated as Duty Officers after regular work hours, weekends and special holidays:

Adjudication Branch: Jessica R. Estores
Nenita C. Mercado
Eleonora R. Pahati

Administrative Branch: Dalisay T. Siwa

Anti-Illegal Recruitment Branch: Merlyn P. Barrameda
Rodrigo A. Sta. Maria

Employment Branch: Corazon S. Ortiz

Landbased Center: Belen M. Biones
Tina Joy M. Maala

ICT Branch: Ricardo C. Capin

Licensing Branch: Tita N. Hernandez

Planning Branch: Maybelle M. Gorospe
Eleanor S. Samson
Nascel A. Gabito

Seabased Center: Lorna V. Silay

Rosemarie S. Tayo
Ma. Alve O. Rendon
Victoria M. Paragas
Elizabeth O. Mancilla
Abigail M. Calinisan

It is emphasized that their assignments at the Info Center shall not in any way affect the performance of their duties and responsibilities during regular office hours. The Information and Education Division, Planning Branch, shall prepare a monthly work schedule for the above employees and monitor their presence at the Center. The Duty Officers are directed to inform the said division a day before the assigned schedule if the same cannot be fulfilled.

Further, employees who are within the allowable salary grade level shall be entitled to night shift differential and overtime pay, subject to the availability of funds and the usual accounting and auditing rules and regulations.

This Order shall take effect on 02 January 2010.

JENNIFER JARDIN-MANALILI
Administrator