



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 74  
Series of 2024

**SUBJECT : AUTHORITY TO RENDER OVERTIME SERVICES OF THE RECORDS  
DIVISION PERSONNEL**

In the exigency of service and to perform the additional tasks which cannot be accomplished within the regular working hours at the Records Division, the following personnel of said office are hereby authorized to render overtime services, per Civil Service Commission and Department of Budget and Management Joint Circular No. 01 dated November 25, 2015 "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees" :

	Name	Position
1.	Susan L. Del Rosario	Chief Administrative Officer
2.	Anthony R. Villanueva	Supervising Administrative Officer
3.	Bernabe L. Taluban	Administrative Officer V
4.	Jaicel V. Garcia	Administrative Officer III
5.	Jhonalyn R. Moya	Administrative Officer I
6.	Marilou A. Castillo	Administrative Aide II
7.	Danny F. Llanes	Administrative Aide II
8.	Irene S. San Jose	Administrative Aide II

Payment of overtime services of the above-mentioned Records Division Personnel shall be chargeable against OSEC Funds, subject to availability of funds and existing government accounting and auditing rules and regulations.

This Order shall take effect on 16 January 2024 and shall remain in force until 30 June 2024 or earlier revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 18th day of JANUARY 2024.

  
**FRANCISCO P. TIU LAUREL, JR.**  
Secretary



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