

Republic of the Philippines
Department of Natural Resources
OFFICE OF THE SECRETARY
Diliman, Quezon City

SPECIAL ORDER)
NO. 62 :
Series of 1974)

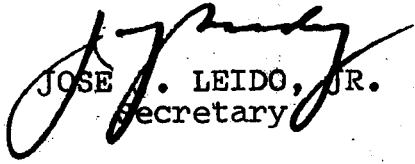
August 23, 1974

SUBJECT: Attendance in the Records
Management Seminar to be
conducted by the Philip-
pine Records Management
Association, Inc.

Pursuant to Memorandum Circular No. 754 dated July 31, 1974 from the Office of the President, Malacañang, Manila, copy attached, MISS MARIA FRANCIA RODRIGUEZ, Clerk II is hereby authorized to attend the seminar on Records Management to be conducted by the Philippine Records Management Association, Inc., for Records Officers on September 17-20, 1974 in Makati, Rizal.

The attendance of the above personnel shall be on official time, with expenses for transportation, subsistence, seminar fees as well as incidental expenses, all chargeable against appropriation of this Department, in accordance with the provisions of Presidential Decree No. 344 dated November 23, 1973 as implemented by COA General Circular No. 127 dated November 27, 1973 subject to the availability of funds and the usual accounting and auditing requirements.

The above-named personnel shall submit a report on their attendance in the Seminar within thirty (30) days after the termination thereof.


JOSE . LEIDO, JR.
Secretary