

Republic of the Philippines  
Department of Natural Resources  
Office of the Secretary  
Quezon City

SPECIAL ORDER )  
No. 63 :  
Series of 1974 )

August 27, 1974

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

Pursuant to Memorandum Circular No. 754 dated July 31, 1974 from the Office of the President, Malacañang, Manila, copy attached, the following personnel are hereby authorized to attend the seminar on Records Management to be conducted by the Philippine Records Management Association, Inc., for Records Officer on September 17 - 20, 1974 in Makati, Rizal:

Mrs. Milagros M. Cunanan  
Mr. Jorge Orante  
Mrs. Lydia Gozon  
Mr. Prisciliano Nazal

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 the 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 J. LEIDO, JR.  
Secretary