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DEPARTMENT OF NATURAL RESOURCES NATURAL RESOURCES MANAGEMENT CENTER

Visayas Ave., Diliman, Quezon City

30 September 1977

SPECIAL ORDER No. <u>31</u> Series of 1977

SUBJECT: CREATION OF THE DNR CONFERENCE SECRETARIAT

FOR THE TWELFTH INTERNATIONAL SYMPOSIUM ON REMOTE SENSING OF ENVIRONMENT, 20-26 APRIL

1978, CITY OF MANILA, PHILIPPINES.

In view of the Center's responsibilities as host and cosponsor with the Environmental Research Institute of Michigan (ERIM) of the Twelfth International Symposium on Remote Sensing of Environment, a DNR Conference Secretariat is hereby created to achieve organizational efficiency and equitable distribution of work in the conduct of a successful 1978 Symposium. The Secretariat shall take charge of providing technical and administrative support to the Philippine Program Committee, in liaison with the ERIM Conference Secretariat.

The Secretariat will consist of the following:

Secretary-General ------ Celso R. Roque
Deputy Sec.-Gen. for Program
and Finance ----- Fransisca N. Nasol
Deputy Sec.-Gen. for Conference Support
and Technical Assistance --Jose B. Brillantes

Furthermore, the Secretary-General is hereby authorized to staff and operationalize the following support offices immediately:

Program Liaison Office Budget and Finance Office Conference Support Services Office Administrative Office

The Secretariat shall, in addition to their regular duties, be responsible in carrying out the various duties and responsibilities of the Center as host and co-sponsor of the 1978 Remote Sensing Symposium.

The Secretariat is authorized to collect reimbursible transportation expenses, allowances and per diems chargeable against the funds of the Natural Resources Management Center, subject to the usual accounting and auditing procedures.

This Order shall take effect immediately.

RECOMMENDING APPROVAL:

Assistant Secretary