



Republic of the Philippines

MINISTRY OF
NATURAL RESOURCES

September 20, 1979

SPECIAL ORDER
NO. 220
Series of 1979

SUBJECT: Authorizing the Attendance of Planning Service and Records & Documents Section's Personnel to the Records Management Seminar sponsored/offered by Economic Development Foundation (EDF) to be held on September 27 to October 5, 1979.

In the interest of the service, the following Planning Service and Records & Doc. Section's personnel are hereby authorized to attend on official time, the training course on Records Management Seminar sponsored/offered by the Economic Development Foundation (EDF) to be held on September 27 to October 5, 1979. Monday to Friday sessions are from 5:30 to 8:30 P.M., while Saturday session is from 9:00 to 12:00 noon at the JMT Bldg., 7th Floor 6764 Ayala Avenue Makati, Rizal:

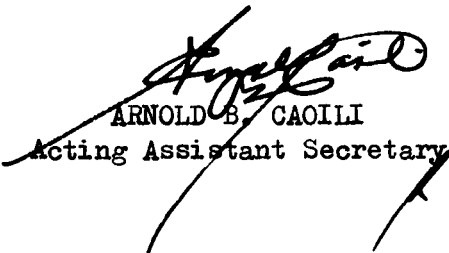
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|------------------------|------------------------|
| 1. Socorro M. Arconado | 3. Ligaya C. de Castro |
| 2. Lerma Honrado | 4. Maria F. Rodriguez |

A course fee of P600.00 per participant, transportation expenses while on attendance therein, and other incidental expenses are like wise authorized under this order, chargeable against the appropriation of the Office of the Minister, subject to the auditing requirements.

A report of the training course shall be submitted to the Assistant Secretary for Personnel Management and Development, fifteen (15) days after the completion of the course.

This Special Order takes effect immediately.

By Authority of the Minister:


ARNOLD B. CAILLI

Acting Assistant Secretary