



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER
Diliman, Quezon City

Special Order
No. 264
Series of 1979

SUBJECT: Creation of an Administrative Assistance Unit in the Ministry of Natural Resources

In the interest of the public service and to preclude undue delay in the processing of documents within the office of the Minister, Ministry of Natural Resources, an Administrative Assistance Unit is hereby created to be composed of the following:

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|---------------------------|---|--------------------------|
| 1. Coordinator | - | Maj. Alejandro Rodriguez |
| 2. Administrative Matters | - | Clemencia Jarabe |
| 3. Legal Matters | - | Peter Marquez |
| 4. Finance Matters | - | Benito Carreon |

The Unit shall perform, among others, the following functions:


1. Insure that all problems on the processing of all types of papers are monitored so that action may be taken accordingly.
2. Prepare a tabulation of all papers/documents being processed within the Office of the Minister, and indicate corresponding day-to-day status.
3. Trace, on a day-to-day basis, the route of all papers/documents being processed and report corresponding status.

The Unit shall directly report to the Officer-in-Charge of the Administrative Service or his designated representative for detailed instructions on its day to day operations.

This Order shall take effect immediately and supersedes all issuances inconsistent herewith.


JOSE J. LEIDO, JR.
Minister

Recommending Approval:


ARNOLFO B. CAOLI
Acting Assistant Secretary