



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

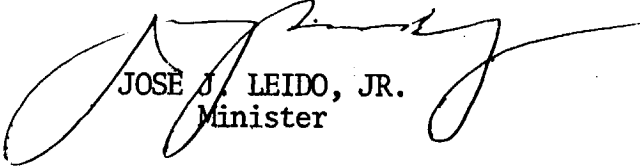
2 June 1981

SPECIAL ORDER
No. 210
Series of 1981

SUBJECT: Implementation of the Standard Operating Procedures
of the Personnel Division of the Office of the
Minister.

In the interest of service and to standardize the operating procedures of the Personnel Division of the Office of the Minister, the Manual of Standard Operating Procedures developed by the NRM C PIS Development Project Team, in coordination with the key officials of OMIN Personnel Division, is hereby formally adopted. The manual shall serve as the principal basis for all the activities/functions of OMIN Personnel Division. Any revisions on the manual shall be subject to careful deliberations and unanimous approval of the key officials of OMIN Personnel Division and the NRM C PIS Project Team.

This Order shall take effect immediately.


JOSE J. LEIDO, JR.
Minister

RECOMMENDING APPROVAL:


ARNOLD B. CAOILI
Assistant Secretary