



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER

07 September 1981

SPECIAL ORDER :
NO. 251
Series of 1981


SUBJECT: Authorizing the attendance of the Internal Control Unit Staff to various Seminars to be conducted by the Commission on Audit at Commonwealth Avenue, Quezon City

In the interest of the service and in response to the need of continually improving the working knowledge and skills of the employees assigned in the Internal Control Unit, the following employees are hereby authorized to attend the Seminars to be conducted by the Commission on Audit at Commonwealth Avenue, Quezon City.

<u>Name</u>	<u>Seminar</u>	<u>Duration</u>
Melchora Olegario	Audit of Disbursement	September 21-28, 1981
Julita B. delos Reyes	Internal Control System	October 15-24, 1981
Alodia Guerrero	Property & Supply Management	October 22-19, 1981

The attendance of the above-named employees shall be on official time and as such are entitled to collect transportation expenses, per diems, seminar fee and other incidental expenses chargeable against the appropriation of the Ministry, subject to the existing accounting and auditing rules and regulations.

For the Minister:


ARNOLD B. CAOLI
Deputy Minister