



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

February 2, 1981


SPECIAL ORDER)
No. 28 :
Series of 1981)

SUBJECT: Authorizing the attendance of Misses MADONNA LACHICA and DELIA STO. TOMAS in the Records Management Seminar to be held at Fern's Grand Hotel, Carmen, Cagayan de Oro City, on March 19-25, 1981.

In the interest of the service and pursuant to Memorandum Circular No. 830 of the Office of the President dated May 7, 1975, Misses Madonna Lachica and Delia Sto. Tomas, Clerk II and Clerk I, respectively, of this Office are hereby authorized to attend the seminar on Records Management to be conducted by the Bureau of Records Management under the direction of the Ministry of General Services on March 19 to 25, 1981 at Fern's Grand Hotel, Carmen, Cagayan de Oro City.

The attendance of the above personnel shall be on official time, with expenses for transportation, subsistence seminar fees of ₱500.00 each as well as incidental expenses, all chargeable against the appropriation of this Ministry, subject to the usual accounting and auditing requirements.

The above-named personnel shall submit a report on their attendance in the seminar within fifteen (15) days after the termination thereof.


ARNOLD B. CAOLLI
Acting Assistant Secretary
for Personnel Management
and Development