



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

November 4, 1981

SPECIAL ORDER
No. 346
Series of 1981

SUBJECT: Designation of Miss NORA JAYME as
Liaison Officer of the Personnel
Division.

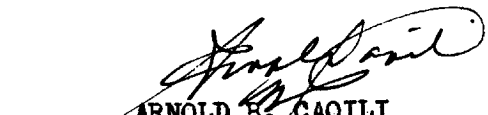
In the interest of the service, Miss Nera Jayme, Senior Personnel Aide, is hereby designated as Liaison Officer (vice Mr. Rodolfo Acedera) of this Office, with the Office of the Compensation and Position Classification (OCPC) and Management Office of the Ministry of the Budget, Civil Service Commission and such other offices.

Miss Jayme shall assist the officials of the Civil Service Commission in-charge of processing appointments from this Office, make an intensive follow-up of official papers and submit a weekly report to the undersigned and other officials concerned on the status of appointments, contracts, and other related documents.

As such she is entitled to collect reasonable transportation expenses incurred while rendering/performing liaison work subject to auditing rules and regulations and the availability of funds.

This Order shall take effect immediately and all other orders and/or memoranda inconsistent herewith are hereby revoked.

By Authority of the Minister:


ARNOLD B. CAOILI
Deputy Minister

DILIMAN, QUEZON CITY