

Republic of the Philippines

MINISTRY OF
NATURAL RESOURCES

22 April 1982

SPECIAL ORDER
No. 166
Series of 1982

SUBJECT: Accomplishment of Personal Data Record (Personnel Information System Form 1) of Employees at the Bureau of Fisheries and Aquatic Resources (BFAR), Bureau of Mines and Geo-Sciences (BMG), Bureau of Lands (BL), and Bureau of Forest Development (BFD).

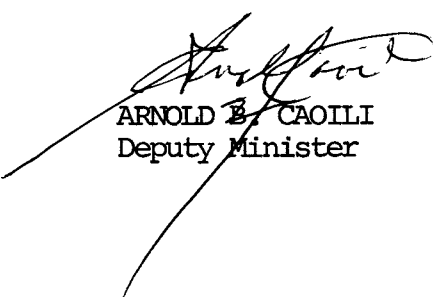
In the interest of the service and in order to update the personnel masterfile of the whole Ministry of Natural Resources, all employees at the Central Offices and directors/divisions/section/unit heads at the regional offices of the said bureaus who have not yet accomplished PIS Form 1 are hereby required to do so within one week upon receipt of the form.

The respective Personnel Division of the said bureaus shall be responsible for the distribution of the forms to the employee concerned, collection of the accomplished forms, editing of the entries/data, and submission to the Office of the Minister for subsequent processing by the NRMCA.

These personnel data shall be systematically updated and new information shall be sent to the Office of the Minister as it becomes available.

All expenses to be incurred in the distribution and collection of the PIS Forms shall be chargeable against the funds of the respective bureaus.

This Order shall take effect immediately.


ARNOLD B. CAOLI
Deputy Minister