



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

17 August 1983

SPECIAL ORDER
No. 372
Series of 1983.

Subject: Designation of Mr. Joselito
Fojas and Ms. Celia Garde as
Acting Executive Assistant
and Private Secretary respectively
in the Office of the Deputy Minister

In the interest of Public Service and in line with the ministry's desire to streamline the work procedures and to upgrade the level of efficiency in the Office of the Deputy Minister, Mr. Joselito Fojas, on detail to the Office of the Deputy Minister from the Development Academy of the Philippines (DAP), and Ms. Celia Garde are hereby designated as Acting Executive Assistant and Private Secretary respectively.

Mr. Fojas is an Engineering Graduate from the University of the Philippines with a Masters degree in Business Management from the Asian Institute of Management, while Ms. Garde is a Certified Public Accountant and has a degree course in Mathematics.

In this regard, and in order to enhance the smooth coordination of the Office of the Deputy Minister with other offices and agencies under the Ministry, Mr. Fojas and Ms. Garde shall report to the following offices for orientation according to the schedule as follows:

1. Office of the Minister - Aug. 22 - 2:00 p.m.
2. Office of the Assistant Secretary for Finance and Administration - Aug. 23 - 10:00 a.m.
3. Office of the Assistant Secretary for Legal Affairs - Aug. 23 - 2:00 p.m.
4. Office of the Chief Finance and Management - Aug. 24 - 2:00 p.m.

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5. Office of the Chief, Administrative Service - Aug. 25 - 10:00 a.m.
6. Office of the Chief, Planning Service - Aug. 25 - 2:00 p.m.
7. Office of the Chief, Legal Service - Aug. 26 - 2:00 p.m.
8. Office of the Director, Bureau of Forest Development - Aug. 29 - 2:00 p.m.
9. Office of the Director, Bureau of Fisheries and Aquatic Resources - Aug. 30 - 2:00 p.m.
10. Office of the Director, Bureau of Lands - Aug. 31 - 2:00 p.m.
11. Office of the Director, Bureau of Mines and Geo-Sciences - Sept. 1 - 2:00 p.m.
12. Presidential Committee on Wood Industry Development - Sept. 2 - 2:00 p.m.
13. Forest Industry Food Production Program - Sept. 5 - 2:00 p.m.
14. Philippine Fishery Development Authority - Sept. 6 - 2:00 p.m.
15. Fishery Industry Development Council - Sept. 7 - 2:00 p.m.
16. Natural Resources Management Center - Sept. 8 - 2:00 p.m.

The Offices and Agencies above-mentioned are each enjoined to designate a briefing officer to assist Mr. Fojas and Ms. Garde during their period of orientation.


ARNOLD B. CAOILI
Deputy Minister