

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

August 13, 1985

SPECIAL ORDER
NO. 193
Series of 1985

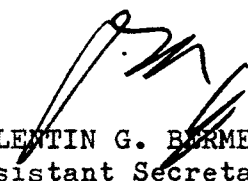
SUBJECT: Authorizing the Attendance of Ms. GUILLERMA ALCONIS to the 5-day seminar on Fiscal and Property Mgt. at the SAAC Bldg., UP Campus, Don Mariano Marcos Avenue, Diliman, Quezon City on August 19-23, 1985

In the interest of the service and in response to the invitation letter of Director, Ma. Lourdes R. Momongan of the State Accounting and Auditing Center (SAAC), COA dated August 3, 1985, Ms. Guillerma Alconis, this Ministry is hereby authorized to participate in the 5-day seminar on Fiscal and Property Management on August 19-23, 1985 at the SAAC Bldg., UP Campus, Don Mariano Marcos Avenue, Diliman, Quezon City. The seminar aims to equip the participants with adequate knowledge and skills to be able to validly utilize financial resources and also includes discussions to improve property management.

Under this Order, Ms. Alconis' participation in said seminar shall be on official time and, therefore entitles her to claim for the required conference fee of ₱600 and actual transportation expenses in going to and from the seminar site, subject to the usual accounting and auditing procedures.

Likewise, under this Order, she will be required to submit to the undersigned a summary report on the conference within two weeks thereafter.

This Order shall take effect only for the duration of the seminar.


VALENTIN G. BERMEJO, JR.
Assistant Secretary for
Personnel Mgt. & Development

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