



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

12 September 1985

SPECIAL ORDER  
NO. 377  
Series of 1985

SUBJECT: Authorizing the Attendance of the  
Research and Statistics Division (RSD)  
Staff of the MNR Planning Service to the  
Microprocessing Seminars Offered by the  
State Accounting and Auditing Center (SAAC)

In the interest of the service and in response to the letter invitation of Ms. Ma. Lourdes R. Momongan, Director of the State Accounting and Auditing Center (SAAC), the following RSD personnel are hereby authorized to attend a series of seminars on microprocessing on the scheduled dates as indicated below:

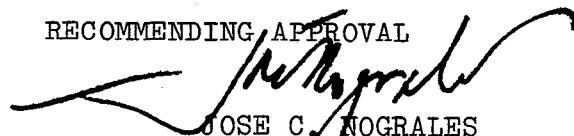
<u>Title of Seminar</u>	<u>Date of Seminar</u>	<u>Personnel Attending</u>
I Wordstar (Word Processing)	September 16-18, 1985	Remedios F. Bonifacio
II Multiplan (Electronic Spread- sheet)	October 16-18, 1985	Marilou V. Victoria
II Multiplan (Electronic Spread- sheet)	November 11-13, 1985	Alda V. Valenzuela
III Data Base II Fundamentals (Data Base Management System)	December 4-6, 1985	Alda V. Valenzuela Marilou V. Victoria

Their attendance to the said microprocessing seminars shall be on official time and their individual registration fee and transportation expenses shall be chargeable against the funds of this Ministry, subject to the usual auditing and accounting procedures.

This Order takes effect only for the dates of the seminars herein stated.

  
ARNOLD B. CABILI  
Deputy Minister

RECOMMENDING APPROVAL

  
JOSE C. NOGRALES  
OIC - Assistant Minister  
Planning and Project Management

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