



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

October 12, 1987

SPECIAL ORDER

No. 606
Series of 1987

SUBJECT : Authorizing DENR Personnel to attend the Computer Training to be conducted by the MISU to be held at the DENR Training Center on various dates starting October 13 to November 24, 1987.

In order to increase the level of computer literacy in the Department and to subsequently maximize the utilization of computer resources in information processing, the following DENR personnel are hereby authorized to attend the Computer Training to be conducted by the MISU:

OFFICE OF THE SECRETARY:

- 2 designated participants

OFFICE OF THE HEAD EXECUTIVE ASSISTANT:

- 2 designated participants

OFFICE OF SPECIAL CONCERNS:

- 2 designated participants

ADMINISTRATIVE SERVICE:

1. Personnel Division
 - a. Priscila Molina
 - b. Marites Escubio
2. Public Information Division
 - a. Araceli V. Espino
 - b. Rosita O. de Guzman
3. General Services Division
 - a. Guillerma B. Alconis
 - b. Eduardo M. Soriano

FINANCIAL MANAGEMENT SERVICE:

1. Accounting Division
 - 2 designated participants
2. Management Division
 - 2 designated participants
3. Budget Division
 - 2 designated participants

PLANNING SERVICE

1. Planning and Programming Division
 - a. Fely Tobias
 - b. Emma Cabrera

2. Monitoring and Evaluation Division

- a. Juanita Nacino
- b. Glenn Adonis Rico

3. Research and Statistics Division

- a. Dinah Agati
- b. Malou Victoria

4. Project Development and Evaluation Division

- a. Cynthia Leonin
- b. Cresencia Wagan

LEGAL SERVICE


- 1. Emelyn Panganiban
- 2. Gregoria Maligsa
- 3. Edgar Saniel

The computer training covers the following:

SFTWARE	APPLICATION	INCLUSIVE DATES	TIME
1. Introduction to Micro-computers	Overview	Oct. 13-15, 1987	9-12 AM
2. Wordstar	Word Processing	Oct. 19-23, 1987	-do-
3. Lotus 123	Spreadsheet	Oct. 26 - Nov. 4, 1987	-do-
4. dBASEIII	Database Management	Nov. 9-24, 1987	-do-

The participants in this training program are expected to teach other personnel in their respective divisions on the use of the microcomputer softwares after the said program.

This Order is effective only during the duration of the abovementioned training.


ANTONIO S. TRIAS
Assistant Secretary
for Management Services