



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

13 April 1989

SPECIAL ORDER

No. **357**
Series of 1989

SUBJECT: In-house Training on **WORDSTAR** at the Planning and Policy Studies Office, Conference Room, April 17 - 21, 1989 at 4:00 to 6:00 p.m.

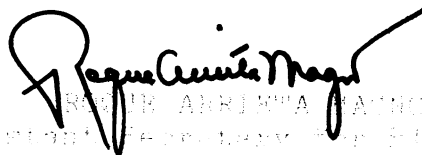
In the interest of the service and to respond to the growing computerization needs on office operations, an in-house training on **WORDSTAR**, a word processing software, shall be undertaken in the PPSO Conference Room on April 17 - 21, 1989 at 4:00 to 6:00 p.m.

For this purpose, Ms. Aurora M. Aronada shall be designated as trainer of the said course.

The following personnel of the MIPD-PPS are hereby authorized to attend the said training:

1. Ricardo Cruz, Jr.
2. Gale Marlina
3. Kliver Vanda
4. Leonora Huet
5. Engracia Carlos
6. Aurora Prospero
7. Erlinda Gentil
8. Victoria Legunad
9. Editha Velammela
10. Ruelinto Nigoy
11. Lillian Yhea

All expenses to be incurred including allowances for the trainees, shall be charged to PPSO, subject to usual accounting and auditing rules and regulations.


REGINO ARRIETA MAGAT
Assistant Secretary for Planning
and Policy Studies