



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

26 April 1989

SPECIAL ORDER  
No. 392  
Series of 1989

**SUBJECT: In-house Training on LOTUS 123 at the Planning and Policy Studies Office, Conference Room on May 2-12, 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 LOTUS 123, a spreadsheet software, shall be undertaken at the PPSO Conference Room on May 2-12.

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

The following personnel of the MISD-PS are hereby authorized to attend the said training:

1. Ricardo Cruz, Jr. -
- 2. Eliseo Veloso
- 3. Engracia Carlos
- 4. Erlinda Cantil
- 5. Editha Valenzuela
- 6. Victoria Lagunzad
- 7. Rudicindo Higoy Jr.
- 8. Lilian Yboa
- 9. Inocencia Ucab

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

  
ROGUE ARRIETA MAGNO  
Assistant Secretary for Planning  
and Policy Studies