



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JUL 28 1989

DENR Special Order)
No. 661 :
Series of 1989

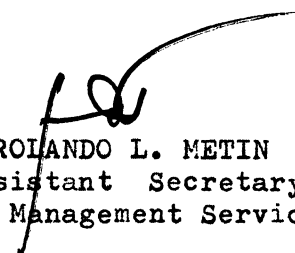
SUBJECT : Authorizing Personnel of the Accounting Division to attend the 29th Training Module on Computer Application Softwares at the Computer Literacy Center, Palma Hall, UP, Diliman, Quezon City

In the interest of the service and in order to update the skills of our employees in the operation of computers, the following personnel are hereby authorized to attend the 29th Training Module on Computer Application Softwares at the Computer Literacy Center, UP, Diliman, Quezon City, scheduled as follows:

- | | |
|----------------------|----------------------------------------------------------------------|
| 1. Cresencia Garalde | - Lotus 1-2-3
August 18 to Sept. 12, 1989
8:30 - 10:30 A.M. |
| 2. Marissa Supleo | - -do- |
| 3. Nelly Villarama | - -do- |
| 4. Leticia Llamera | - Intro to Micros
August 20 to Sept. 17, 1989
2:00 - 5:00 P.M. |

Their attendance to the aforesaid courses shall be on official time.

The seminar fee of ₱600.00 for Lotus 1-2-3 and ₱500.00 for Intro to Micros per participant and reasonable transportation allowance shall be chargeable against the DENR funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.


ROLANDO L. METIN
Assistant Secretary
for Management Services

EVE/fb

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