



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

28 August 1989

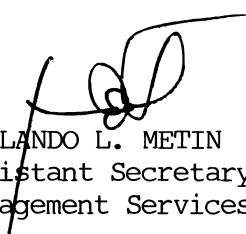
SPECIAL ORDER
NO. 794
Series of 1989

SUBJECT: Authorizing DENR Personnel to Attend the
30th Training Module on Computer Application
Softwares at the U.P Computer Literacy Center

In the interest of the service and in order to update/upgrade the skills in actual works in connection with the letter dated 23 August 1989 of the U.P Computer Literacy Center inviting employees of the DENR to participate in the 30th Training Module on Computer Application Softwares, the following employees in the Management Division, Financial and Management Service are hereby authorized to attend the said seminar:

<u>NAME</u>	<u>COURSE</u>	<u>SCHEDULE/TIME</u>	<u>PERIOD COVERED</u>
1. Manuel D. Rojas	dBase III+(Int)	MTH 8:30-10:30	Sept. 25-Oct. 19, 1989
2. Leila M. Villafuerte	-do-	-do-	-do-
3. Danilo O. Suarez	Lotus 123	Sat. 2:30-5:30	Sept. 30-Oct 28, 1989
4. Natividad G. Trofeo	-do-	-do-	-do-
5. Juana C. Portugal	Symphony	Wed 8:30-11:30	Sept 27-Oct 25 1989

Their attendance to the aforesaid seminar shall be on official time and each participant shall be allowed to claim ₱600.00 each training fee and transportation expenses chargeable against DENR funds and the usual accounting and auditing rules and regulations.


ROLANDO L. METIN
Assistant Secretary
Management Services

AVE/MDR/ngt

2/18/89
3/82