



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

13 September 1989

SPECIAL ORDER
NO. 829
Series of 1989


SUBJECT : Authorizing Administrative Service
personnel to attend Computer courses
UNDER THE Computer Literacy Center

In the interest of the service, the following Administrative Service personnel are hereby authorized to attend the courses under the Computer Literacy Center:

1. Edwin Isleta
Records Officer I
Course: Introduction to Micros
Duration: Sept. 26 to Oct. 20, 1989
Time: 8:30 to 10:30 A.M.
Day: Tuesday and Friday
Rate: ₱500.00
2. Rosario Armonuevo
Sr. Clerk
Course: Introduction to Micros
Duration: Sept. 27 to Oct. 25, 1989
Day: Wednesday
Time : 11:30 A.M. - 2:30 P.M. / Rate: ₱500.00
3. Guillerma Alconis
Cashier IV
Course: Fundamentals of Programming
Duration: Sept. 27 to Oct. 25, 1989
Time : 8:30 - 11:30 A.M.
Rate: ₱550.00 Day : Wednesday
4. Lilian Leonardo
Sr. Buyer
Course: Base III + (INT)
Duration: Sept. 26 to Oct. 20, 1989
Time: 2:30 - 4:30 P.M.
Day: Tuesday and Friday
Rate: ₱600.00

They are entitled to a fee corresponding to their respective courses and actual transportation expenses, chargeable against the funds of this Office subject to the usual accounting and auditing rules and regulations.

This Order is effective immediately and is valid only during the duration of their courses.



ROLANDO L. METIN
Assistant Secretary for
Management Services