



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JUL 24 1990

SPECIAL ORDER
NO. 704
Series of 1990

SUBJECT: Authorizing Personnel from the
DENR Proper to attend the CSC
training programs for CY 1990

In the interest of the service and upon the invitation of the Director, Civil Service Commission, National Capital Region, Quezon City, the following employees from the Personnel Division, DENR Proper are hereby authorized to attend the training program for CY 1990 to be held at the CSC-NCR Bldg., #25 Kaliraya Street, near corner Cordillera Street, Quezon City.

A. Training on Appointments Preparation (TAP)


1. Susan Castilla	20th	August 13-17, 1990
2. Cynthia Austria	21st	August 27-31, 1990
3. Ray de los Angeles	22nd	November 12-16, 1990

B. Leave Administration Course for Effectiveness (LACE)

1. Doreen Agcaoli	18th	August 7-9, 1990
2. Marites Najas		-do-
3. Janet Mabborang	19th	September 4-6, 1990
4. Racquel Ruedas		-do-
5. Ildefonso Sembrano	20th	November 6-8, 1990
6. Reslyto Enseñado		-do-

Their attendance thereat shall be on official time. They are entitled to a seminar fee of seminar fee of P 900.00 for TAP participants and P 400.00 each for LACE participants and actual transportation expenses subject to the usual accounting and auditing rules and regulations.

This order takes effect only for the duration of the said training program.


ROLANDO L. METIN
Assistant Secretary for
Management Services



Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
NATIONAL CAPITAL REGION
Quezon City

March 13, 1990

Hon. Fulgencio S. Factoran, Jr.
Secretary
Dept. of Environment & Nat. Resources
Visayas Avenue
Diliman, Quezon City

Dear Secretary Factoran:

The *National Capital Region, Civil Service Commission* is pleased to announce the conduct of the following programs for the year 1990:

<u>PROGRAM</u>	<u>CLASS NO.</u>	<u>DATE</u>	<u>DEADLINE FOR SUBMISSION OF NOMINATION</u>	<u>TRAINING FEE</u>
TRAINING ON APPOINTMENTS PREPARATION (TAP) 8:00 - 5:00 (5 days)	17	Apr. 23-27	April 19	P800.00 (per part.)
	18	June 11-15	June 7	
	19	June 25-29	June 21	
	20	Aug. 13-17	August 9	
	21	Aug. 27-31	Aug. 23	
LEAVE ADMIN. COURSE FOR EFFECTIVENESS (LACE) 8:00-5:00 (3 days)	22	Nov. 12-16	Nov. 8	P500.00 (per part.)
	15	Apr. 18-20	Apr. 16	
	16	June 19-21	June 15	
	17	July 3-5	June 29	
	18	Aug. 7-9	Aug. 3	
19	Sept. 4-6	Aug. 31		
20	Nov. 6-8	Nov. 2		

The *TRAINING ON APPOINTMENTS PREPARATION (TAP)* is designed to upgrade and enhance the knowledge and skills on the requirements and procedures regarding appointments preparation. The target participants are the *Personnel/Administrative Officers* and other employees who are directly involved in the preparation of appointments.

The *LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)* is designed to provide uniform interpretation and accurate application of leave processes and procedures. The target participants are the *Personnel/Administrative Officers* and *Timekeepers*.

** KALAYAAN AT KAPAYAPAAN **

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The afore-mentioned programs will be held at the CSC-NCR Training Room, 3rd Floor, CSC-NCR Bldg., #25 Kaliraya Street, near corner Cordillera Street, Quezon City.

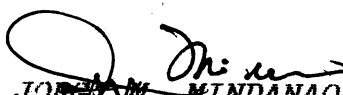
The training fees will defray the expenses for the training materials, meals and snacks, honoraria of resource speakers and miscellaneous expenses relevant to the conduct of the programs.

Please send your official letter of nomination on or before the deadline to enable the qualified nominee/s to receive his/their official letter of acceptance.

For further details and reservation, you can call up the *Career Development Division* through telephone numbers 741-60-97 and 741-60-26.

We are hoping for a continued partnership with your office in developing our people for improved performance in the organization.

Very truly yours,


JORGE M. MINDANAO
Director IV
104

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7/17/90 