



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JUL 27 1990

DENR Special Order
No. 77
Series of 1990

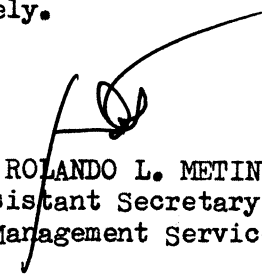
SUBJECT: Designation of Mrs. Rosa G. Copon as
Officer-in-Charge of DENR Training Hall
and its equipment.

In the interest of the service, Mrs. ROSA G. Copon, Audio Visual Technician II of the Manpower Training Service Division is hereby designated as the Officer-in-Charge of DENR Training Hall and its equipment, in addition to her regular duties and responsibilities.

The following are her additional responsibilities:

1. Takes charge of the availability or use of the training hall and its equipment;
2. Maintains cleanliness/orderliness at all times all facilities inside the training hall;
3. Recommends repair of all out of order equipment;
4. Act as custodian and is primarily accountable for all equipment and makes periodical inventories thereof.

This Order shall take effect immediately.


ROLANDO L. METIN
Assistant Secretary for
Management Services

MBB/ef