



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MAY 28 1991

SPECIAL ORDER
NO. 494
SERIES OF 1991


SUBJECT: DESIGNATING DINA GRACE ABIA, Project
Evaluation Officer II, as concurrent
Administrative Officer of the Natural
Resources Management Program.

In the interest of the service and to ensure the smooth
implementation of the Natural Resources Management Program,
Program Support Office, DINA GRACE ABIA is hereby designated in
concurrent capacity, as Administrative Officer.

As such she shall perform the following functions:

1. Coordinate the conduct of meeting, workshops, trainings,
seminars and related form.
2. Preparation and liquidation of travel papers.
3. Preparation of appointments, plantilla and certification
of payroll.
4. Monitor financial disbursements.
5. Preparation of RIV's and procurement of supplies.
6. Perform other administrative duties.

This Order takes effect immediately.


ROLANDO L. METIN
Assistant Secretary for
Management Services