



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

JUN 19 1991

DENR SPECIAL ORDER
NO. 557
Series of 1991

SUBJECT: **Creation of a Team to Conduct
an Audit of the RP-Japan Forestry
Development Project-Watershed
Management and Training Center for
Forest Conservation**

1. In the interest of the service, a team to conduct an audit of the RP-Japan Forestry Development Project-Watershed Management and Training Center for Forest Conservation is hereby created to be composed of the following DENR personnel:

Carolina A. Lopez - Team Leader
Accounting Div., FMS/DENR-CO

Gilbert C. Mondroy - Member
Management Div., FMS/DENR-CO

Leah D. Santiago - Member
Foreign-Assisted and Special
Projects Office, DENR-CO

Rosario D. Cheng - Member
Manpower Training Services
Div., HRDS/DENR-CO

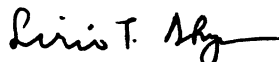
DENR R-3, San Fernando, - Member
Pampanga - to be named by the RED


2. The team shall perform the following functions:
 - a. Conduct a complete inventory of all the assets of the Project and the Training Center. The inventory shall include, among others, supplies, spare parts, vehicles, office and laboratory equipment;
 - b. Further evaluate the systems and procedures related to personnel hiring, maintenance of the physical facilities and records and utilization/accounting of funds;
 - c. Look into the personnel behaviour and relationships that affect the operation of the Project and the Training Center; and
 - d. Conduct cash examination of the present designated Disbursing Officers.

3. A comprehensive report of the audit shall be submitted by the Team within three (3) weeks upon completion of the assignment.
4. All expenses to be incurred by the Team shall be charged against funds of their respective Offices subject to the usual accounting and auditing rules and regulations.
5. The Team is hereby authorized to seek the assistance of the RED, PENRO, CENRO, the Acting Project and Training Center Directors and others concerned.
6. The work assignment of the Team is specified in the attached Annex "A".
7. This Order Shall take effect immediately.


VICTOR O. RAMOS
Undersecretary
for Field Operations

Recommending Approval:


LIRIO T. ABUYUAN
Asst. Secretary for Foreign-
Assisted & Special Projects


ROLANDO L. METIN
Assistant Secretary for
Management Services

ANNEX "A"

ACTIVITY TITLE: Audit of the RP-Japan Forestry Development
 Project-Watershed Management and Training
 Center for Forest Conservation

TEAM WORK ASSIGNMENT

<u>ACTIVITY</u>	<u>PERSONNEL ASSIGNED</u>
Items a, b & d	Carolina Lopez - Team Leader
Items a & b	Gilbert Mondroy - Member
	Leah D. Santiago - -do-
	Rep. , R-III - -do-
Item c	Rosario Cheng - Member