



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

AUG 06 1991

DENR SPECIAL ORDER

NO. 694

Series of 1991

SUBJECT: Authorizing some DENR Personnel to attend the Office Services Course to be held at the HRD Training Room, starting August 1991. (Group I).

In the interest of the service and in line with the continuing effort of the management in improving the efficiency and capability of its personnel, another term/season of the Office Services Course formerly known as the Clerical/Secretarial Skills Training is hereby scheduled to start on August 5-9, 1991 from 8:00 A.M. to 5:00 P.M.. Personnel listed below are hereby authorized to attend the said course as:

Facilitators

1. Rosario Cheng 2. Maria Bongco 3. Fortunata Rayoso

Participants

Office


- | | |
|--------------------------|--------------------------------|
| 1. Ma. Estela Balon | Legal Service |
| 2. Susan Amador | - do - |
| 3. Antonio Nate, Jr. | Special Concerns Office |
| 4. Teresita Ramos | Records Division |
| 5. Carol Lopez | Accounting Division |
| 6. Marlyn Magpantay | - do - |
| 7. Socorro Buganan | Budget Division |
| 8. Anna Marie Crisostomo | - do - |
| 9. Janet Arcega | NPCO |
| 10. Leonida Penaflorida | Planning Service |
| 11. Agnes Atayde | Forest Management Bureau |
| 12. Evangeline Pilac | - do - |
| 13. Herminia Teo | Land Management Bureau |
| 14. Nora Hernandez | - do - |
| 15. Graciolo DS. Torre | Environment Management Bureau |
| 16. Elvira Tianes | - do - |
| 17. Marilou Baeza | Protected Areas & Wildlife Bu. |
| 18. Jocelyn Anat | - do - |

19. Jose Pingol	Mines & Geo-Sciences Bureau
20. Elenita Martinez	- do -
21. Beatriz Salazar	Region IV
22. Marisol Cortez	- do -
23. Natividad Bucal	National Capital Region
24. Pilar Migalang	- do -


All facilitators and participants are required to bring their own lunch and snacks.

Their attendance shall be on official time on the date specified above.

This Order takes effect immediately.


ROLANDO L. METIN
Assistant Secretary for
Management Services

RECOMMENDING APPROVAL:


CRISTINA R. GATES
Officer-In-Charge
Human Resource Development Service