



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MAR 16 1992

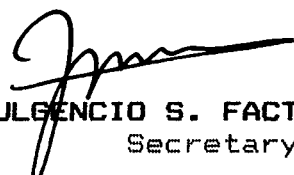
Special Order
No. 199
Series of 1992

Subject : Designation of Officer-In-Charge and Assignment of Responsibilities during the Official Travel of the Assistant Secretary for Management Services

In the interest of the service, the following are hereby assigned to perform and assume the functions and responsibilities during and in the absence of the Assistant Secretary for Management Services Rolando L. Metin, effective 16 March 1992:

1. **Director Ramon Paje, HRDS** - as Officer-In-Charge, Office of the Assistant Secretary for Management Services ; attendance in the meetings of the National Water Resources Board and of the Small and Medium Enterprises Development Council; chairmanship of the Local Scholarship Committee; matters pertaining to ISF and devolution of functions to LGUs and all other concerns not assigned to Directors E. Bicaldo and E. Meram.
2. **Director Emerita Bicaldo, FMS** - approval of disbursements and signing of contracts and authority to render overtime work as delegated to the Assistant Secretary for Management Services under Gen. Adm. Order No.01 Series of 1991 dated August 20, 1991; membership in the Prequalification, Bids and Awards Committee; and all matters pertaining to PEVAC.
3. **Director Erlinda P. Meram, AS** - attendance in meetings the National Manpower and Youth Council. Since USEC Antonio S. Tria will also be on official travel, Mrs. Meram will also head temporarily the Pre-qualifications, Bids and Awards Committee; attendance in meetings of the Livelihood Committee of the Department of Labor and Employment and the Transition Team Meetings of the Office of the President.
4. **Director Joel Muyco, MGB** - handling transition matters.

This Special Order is automatically revoked upon return of Assistant Secretary Metin from his official travel.


FULGENCIO S. FACTORAN, JR.
Secretary