



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

SEP 15 1993

SPECIAL ORDER
NO. 1174
Series of 1993

SUBJECT: DESIGNATING PROFESSIONAL LIBRARIANS OF
THE NATURAL RESOURCES AND ENVIRONMENT
LIBRARIANS ASSOCIATION (NARELA) TO THE
"ADOPT A LIBRARY PROGRAM"

In the interest of service and in view of the lack of professional librarians to handle the Bureau Libraries, Regional Libraries, the Carranglan Training Center and Libraries of the Attached Agencies of the Department of Environment and Natural Resources (DENR) the Natural Resources and Environment Librarians Associations (NARELA) has launched an "ADOPT A LIBRARY PROGRAM". Professional Librarian members of the NARELA are hereby directed to assist the non-professional librarians in the organization management and development of their libraries. As such the team of professional librarians are assigned to support/supervise the following libraries:

LIST OF BUREAU LIBRARIES

LIST OF PROFESSIONAL
LIBRARIANS

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| 1. Lands Management Bureau | Nelly G. Medina
DENR, Region IV |
| | Corazon M. Camat
DENR - Records |
| 2. Mines and Geo-Sciences Bureau | Rosita O. De Guzman
DENR Proper |
| | Praxedes Silvoza
Ecosystem Research and
Development Bureau (ERDB) |
| 3. National Capital Region | Willie A. Candelario
Environmental Management Bureau |
| | Nelly G. Medina
DENR, Region IV |
| 4. Natural Resources Development
Corporation (NRDC) | Elizabeth de Leon
National Mapping Resources
and Information Authority |
| | Corazon Camat
DENR - Records |
| 5. Protected Areas and Wildlife Bureau | Willie Candelario
Environmental Management Bureau |
| | Elizabeth de Leon
NAMRIA |

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- | | |
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| 6. Carranglan Training Center | Flordeliza D. Garcia
Forest Management Bureau |
| | Jocelyn A. Montillano
Forest Management Bureau |
| 7. DENR Regional Offices | NARELA Officers and
Members |

The team of librarians shall undertake the following functions:

1. Supervise and assist the non-professional librarians in the organization and Management of the libraries assigned to them;
2. Advise and recommend the adoption of a formulated library rules and regulations suited to the clientele of said library;
3. Assess and evaluate the progress of the library development program;
4. Prepare annual report on the status of the "ADOPT A LIBRARY PROGRAM" project for submission to the DENR Secretary through the NARELA President, as duly noted by the Bureau Directors and/or Head of Attached Agencies.


The concerned librarians shall report to their respective assignments and their attendance shall be on official time.

In view of the foregoing, all Bureau Directors, Regional Executive Directors and Heads of Attached Agencies are hereby enjoined to give full support and cooperation to the NARELA in the implementation of this project.

They shall be entitled to reasonable transportation expenses, per diems, and allowances chargeable against their respective offices subject to the existing accounting and auditing rules and procedures.


This order shall take effect immediately and shall remain enforced unless otherwise revoked or amended in writing.

APPROVED:


ANGEL C. ALCALA

Secretary

RECOMMENDING APPROVAL:


RICARDO V. SERRANO
Director
Public Affairs Office