



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

DENR Special Order  
No. 1268  
Series of 1993


OCT 07 1993

SUBJECT: ADDENDUM TO DENR SPECIAL ORDER NO. 1109  
SERIES OF 1993

In the interest of service and to facilitate processing of payments to be incurred in the conduct of training/workshop for the CM-LOA project, the fourth paragraph of S.O. No. 1109 S. 1993 shall read as follows:

"Travelling and training expenses, and other incidental expenses shall be shouldered by the CM-LOA funds, subject to existing accounting and auditing rules and regulations. Cost estimate for the said workshop is attached as annex "A".

This order takes effect immediately.

  
ANGEL C. ALCALA  
Secretary *14*

**IX. SEMINAR COST ESTIMATE**

**Assumptions:**

1. Seminar duration is 7 days at 8-hr session.
2. It is a live out seminar
3. Cost of meal is P60.00 per person 3 time daily.
4. Snack is twice a day for 7 days at P20.00 per head per snack for 38 persons including lecturers.
5. Two lecturers live in for 7 days.

Cost Items	Amount
Speakers honoraria 56 hrs @ P150	P 8,400.00
Meals for speakers 21 X P60 X 2	2,520.00
Speakers accommodations 2 X 8 X P100	1,600.00
Meals for participants and staff 38 X 21 X P60.00	45,360.00
Snacks 38 persons X 14 X P20	10,640.00
Transportation cost	2,000.00
Training materials :	
Hand outs	2,500.00
Acetates 100pcs @ P16.00	1,600.00
Pencils 30pcs @ P 5.00	150.00
Yellow pads 30 @ P 20.00	600.00
Pentel pens 30pcs @ P 30.00	900.00
Manila papers 30pcs @ P 4.00	120.00
Penlight batteries 100pcs @ P7.00	700.00
Miscellaneous	1,500.00
<b>TOTAL</b>	<b>P 78,590.00</b>

**Basic Requirements :**

1. Overhead Projector
2. Two standard size chalkboards
3. Four (4) working tables
4. Calculators (At least 2 units per group)
5. 100 pcs. Manila paper
6. Pentel pens
7. 100 pcs. Acetates (transparencies)
8. One pc. #2 Mongol pencils per participant (No ballpens)
9. Calculator batteries