



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

FEB 05 1993

SPECIAL ORDER NO. 129  
Series of 1993.

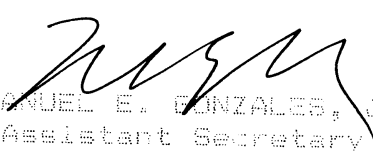
SUBJECT: Authorizing the attendance of records officers of the Legal Service to the seminar on Part II of Workshop on Records Management, Forms Designing, File Classification Guide, Records Disposition Schedule and Development of Record Management Manual.

In the interest of the service and to provide continuing education to the records officers of the Legal Service of the DENR, the following are hereby authorized to attend the seminar on Part II of Workshop on Records Management, Forms Designing, File Classification Guide, Records Disposition Schedule and Development of Record Management Manual on February 13, at the Manila Hotel (Luneta Park) Manila.

1. German P. Guibones
2. Susan A. Floresta
3. Myrna C. Balatayo
4. Marita N. Marquez

The participants shall be entitled to Seven Hundred Pesos (P700.00) as registration fee chargeable to Department fund, subject to usual accounting and auditing procedures.

This order shall take effect immediately.

  
MANUEL E. DONZALES, JR.  
Assistant Secretary  
for Management Services

LEGAL STUDIES INSTITUTE OF THE PHILIPPINES  
G/F-B Bldg. K #1 Meralco Ave. cor. Gen. Atienza St., Ortigas Center, Pasig  
Tel. nos. 631-32-38, 631-51-05

*cordially invites you*

to A Seminar

Part II: Workshop on Records Management, Forms  
Designing, File Classification Guide,  
Records Disposition Schedule & Development of  
Record Management Manual

to be held on

February 13, 1993  
at the Manila Hotel  
(Luneta Park, Manila)  
12:30 to 5:30 p.m.

**Resource Speaker:** **MS. PILAR SAN LUIS**  
Former Assistant Director  
Bureau of Records Management

**Registration Fee:** P 700.00 per participant. (ALL INCLUSIVE of  
materials, merienda, certificate of participation &  
free consultations).

**For** Registration/Reservations/Inquiries: PLS. CALL the LSIP Secretariat:  
Tel. 631-32-38, 631-51-05  
(Ask for Mabel, Joey or Rey)

**Important Notice :** Every participant in the Workshop must bring a copy of his  
company's organizational chart or functional chart to be used as his guide in the  
said workshop.