



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

OCT 13 1993

DENR Special Order
No. 1308
Series of 1993

SUBJECT: Authorizing the Publication of a FASPO
Newsletter

In response to the need to disseminate information to the DENR ranks, especially to those in the field offices and project sites and for oversight agencies, the Foreign-Assisted and Special Projects Office (FASPO) shall commence publishing a newsletter which shall be initially published and circulated quarterly to cover topics related to the recent developments concerning foreign-assisted and special projects and other topics of interest.

In order to carry-out this objective effectively, a FASPO Newsletter Editorial Board is hereby created to act as the editorial policy and administrative body that will oversee the publication of the newsletter. The Board shall be composed of:

Chairman - Service Chief, PCMS
Co-Chairman - Service Chief, PDPS
Members - Division Chiefs, FASPO

The Board shall meet as often as it feels necessary to carry-out its functions.

Advisory to the Editorial Board shall be the Secretary, Undersecretary for Environment and Research, and the Undersecretary for Natural Resources Management.

In addition, a Newsletter Editorial Staff is hereby constituted as an ad-hoc body to be composed of FASPO personnel whose individual functions are herein attached as Annex A:

Editor-in-Chief - Natividad Yabes/Marietta Emaná
Associate Editor - Gloria Arce
Layout Artist - Emma Cabrera
Business/Circulation - Jeslina Gorospe cum Project
Coordination Division

Chief contributors shall be the various FASPs and divisions of FASPO who shall endeavor to maintain regular columns in the newsletter without prejudice to other contributors.

Publication of the newsletter shall be guided by the principles of economy, timeliness, accuracy and relevance. The Board shall ensure that these principles are adhered to at all times.

Expenses related to the publication of the newsletter shall be charged against the appropriations of FASPO subject to the usual accounting and auditing rules and regulations.


BEN S. MALAYANG III

ANNEX A

NEWSLETTER EDITORIAL STAFF

Functions

- Editor-in-Chief : Shall maintain a close working relationship with the Editorial Board;
- Shall have the administrative and technical supervision over the Editorial Staff.
- Associate Editor : Shall assist the Editor-in-Chief in the review of article content and presentation and in the overseeing the works executed by the Business/Circulation Manager and the Layout Artist.
- Business/Circulation : Shall be responsible for the printing and dissemination of the Newsletter;
- Shall submit the budget requirements to the Associate Editor and shall see to it that other financial arrangements relative to the publication of the Newsletter are in order.
- Layout Artist : Shall be responsible for the format, design and arrangement of articles and the Newsletter itself.