



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

18 October 1993

DENR SPECIAL ORDER)  
No. 1347 :  
Series of 1993 )

SUBJECT : Designation of Records Officer II NORA JAYME  
as In-Charge of the Records Management and  
Documents Division.

In the interest of the service and in view of the attendance on official business of the Chief, Records Management and Documents Division, and his two (2) senior Records Officers in the 4th Annual Symposium Convention of the Philippine Records Management Association (PRMA) on 07-10 November 1993, at the Teachers Camp, Baguio City, Records Officer II **NORA JAYME** is hereby designated as In-Charge of the said Division.

Under this designation, Ms. Jayme shall discharge the duties and functions normally being performed by the Chief of said Division and shall sign as follows:

**"NORA JAYME  
Records Officer II  
In-Charge, Records Management and  
Documents Division"**

This Order shall take effect on 07 November 1993 and shall be automatically revoked upon the return of the Chief, Records Management and Documents Division, from the said PRMA Convention.

  
**RAMON J. P. PAJE**  
Assistant Secretary for Mgt.  
Services