



Republic of the Philippines
**DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES**

14 December 1993

SPECIAL ORDER
No. 1633
Series of 1993

**SUBJECT : Attendance to the National Workshop
on the Preparation and Submission
of the Work and Financial Plans for
FY 1993.**

In the interest of the service and in order to carry out effectively the plans and programs of the Department, a national workshop on the preparation and submission of the 1993 Work and Financial Plans will be held on December 27-30, 1993 at the Subic Base Metropolitan Authority (SBMA).

Enjoined to attend and participate in this workshop are the Regional Executive Directors, Bureau Directors, Chiefs of Financial Management, Planning and Foreign-Assisted Projects Services, Finance Officers, Budget Officers, Planning Officers and all others concerned who are directly involved in the preparation and submission of the annual work and financial plans.

The cost per participant is P4,500.00 for the four-day duration of the workshop, chargeable against the funds of their respective offices, subject to the availability of funds and in accordance with the usual budgeting, accounting and auditing rules and regulations.

To ensure that the deadline for submission is met, Regional Offices and Project Managers are encouraged to seek assistance from the concerned Budget and Planning Officers at the Central Office in the course of developing, documenting and finalizing their respective work and financial plans.

Please be guided accordingly.


ANGEL C. ALCALA
Secretary