



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DENR SPECIAL ORDER
NO. 473
Series of 1993

APR 15 1993

**SUBJECT : CREATION OF TEAMS TO INSTALL THE REVISED
REFORESTATION CONTRACTS TRACKING AND ACCOUNTS
PAYABLE SYSTEM (RCTAPS).**

In the interest of the service and in order to fully facilitate the effective implementation of the revised Reforestation Contracts Tracking and Accounts Payable System (RCTAPS), the following National Forestation Development Office (NFDO) - Electronic Data Processing (EDP) personnel are hereby instructed to form teams to install the abovesited system in the different regions:

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|----------------------------|---------------------------|
| 1. Lorino Q. Osalla | 6. Arturo Mista |
| 2. Toynee Navarro | 7. Josefina Daconos |
| 3. Francisco Baltazar, Jr. | 8. Ma. Theresa F. Terrado |
| 4. Rexon Mendoza | 9. Rosanita T. Perez |
| 5. Ronald Ray T. Labayane | |

Each team shall be composed of two (2) personnel from NFDO, the Regional Liaison Officer, and one (1) permanent employee of the DENR each from the Regional Planning and the Regional Finance Division.

The teams shall perform the following functions:

1. Install and conduct training on the operation of the revised RCTAPS in the thirteen (13) Regional offices and in all the PENR Offices;
2. Assist the Region/PENRO in the completion of RCTAPS database on contracts charged to the ADB/OECF and Regular 300-31 Funds; and
3. Assist the Region/PENRO in updating the figures on the area contracted and area planted supported by the complete list of contracts for the period 1989-1992.

Each team shall submit its progress report to the Project Director, NFDO.

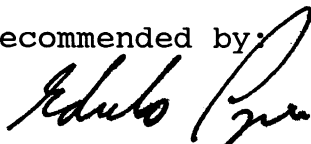
All allowable expenses of the Team shall be chargeable against the ADB/OECF FUND 102 subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately unless revoked or amended.


RICARDO M. UMALI

Undersecretary for Field Operations
and Natural Resources Management

Recommended by:



EDUARDO B. PRINCIPE
Project Director, NFDO