



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DENR Special Order)
No. 626 :
Series of 1993)

MAY 17 1993

SUBJECT : Authorizing Some DENR Personnel to Attend the 42nd Regional Seminar-Workshop on Records Management at the Local Water Utilities Administration, MWSS, Katipunan Road, Balara, Q.C.

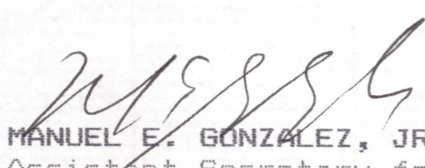
In the interest of the service the following selected personnel are hereby authorized to attend the 42nd Regional Seminar-Workshop on Records Management to be conducted by the Records Management and Archives Office at the LWUA, MWSS, Katipunan Road, Balara, Q.C. (on May 25-28, 1993:

NAME	POSITION	OFFICE
1. Bernardita A. Bondoc	EMS II	EMB
2. Librado M. Montesa	Clerk II	EMB
3. Gina M. Sanchez	Clerk III	Legal Service
4. Rosanne Turingan	Clerk II	Legal Service

Each participant shall be entitled to P1,000.00 as seminar fee chargeable to their respective offices, subject to the usual accounting and auditing procedures.

The participants shall submit a report within 30 days after termination of the seminar-workshop.

This Order takes effect only for the duration of the said seminar-workshop.


MANUEL E. GONZALEZ, JR.
Assistant Secretary for
Management Service

VBG/FVE/ganc
records

4127
OFFICE

C O N F I R M A T I O N F O R M

REGIONAL SEMINAR-WORKSHOP ON RECORDS MANAGEMENT

Mr. Rodrigo U. Fuentes

Director

Environmental Management Bureau

East Ave., Diliman, Quezon City

Dear Sir/Madam:

We are confirming the attendance of the following personnel from your office to our 42nd Regional Seminar-Workshop on Records Management on May 25-28, 1993 at LWUA-MWSS Katipunan Road, Balara, Quezon City.

<u>NAME</u>	<u>POSITION/DESIGNATION</u>
1. <u>BONDOC, BERNADITA A.</u>	<u>Environmental Mgt. Specialist II</u>
2. <u>MONTESA, LIBRADO M.</u>	<u>Clerk II</u>
3. _____	_____

Please be advised that:

- Registration of accepted participant(s) will be on May 25, 1993 from 8:00 - 10:00 A.M. at the above venue.
- Seminar fee may be in cash or check in the amount of ONE THOUSAND PESOS (P1,000.00) payable to the Records Management and Archives Office.
- Participant(s) must bring any of the following list of office records/File Classification Guide/Records Disposition Schedule *organization chart*
- They must be free from responsibilities in their respective offices for the entire duration of the program.

Very truly yours,

Josefina C. Alonzo
JOSEFINA C. ALONZO
Chief, Training Division

NOTE: Please bring this copy on the registration day.



C O N F I R M A T I O N F O R M

REGIONAL SEMINAR-WORKSHOP ON RECORDS MANAGEMENT

Mr. Romulo D. San Juan

Asst. Secretary for Legal Affairs

DENR

Visayas Ave., Diliman, Quezon City

Dear Sir/Madam:

We are confirming the attendance of the following personnel from your office to our 42nd Regional Seminar-Workshop on Records Management on May 25-28, 1993 at LWUA-MWSS Katipunan Road, Balara, Quezon City.

<u>NAME</u>	<u>POSITION/DESIGNATION</u>
<u>1. SANCHEZ, GINA M.</u>	<u>Clerk III</u>
<u>2. TURINGAN, ROSSANE</u>	<u>Clerk III</u>
<u>3. _____</u>	<u>_____</u>

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- Participant(s) must bring any of the following list of office records/File Classification Guide/Records Disposition Schedule/ *organization chart*
- They must be free from responsibilities in their respective offices for the entire duration of the program.

Very truly yours,

Josefina C. Alonzo
JOSEFINA C. ALONZO
Chief, Training Division

NOTE: Please bring this copy on the registration day.