

*Not for dissemination*



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

DEC 29 1994

SPECIAL ORDER  
No 1694  
Series of 1994

**SUBJECT: Authorizing the conduct of the 1994 Performance Evaluation Workshop at the HRDS Training Center, Visayas Avenue, Diliman, Quezon City on January 16-19, 1995**

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In the interest of the service and to assess and review the performance of individual officials and employees of the Department, including validation of accomplishment reports of field offices and projects for CY 1994, and to continually foster the improvement of individual employees efficiency, the conduct of performance evaluation workshop at the HRDS Training Center, Visayas Avenue, Diliman, Quezon City on January 16-19, 1995 is hereby authorized:

The following are authorized to attend and participate in this workshop are as follows:

A. RESOURCE PERSONS:

- 1. All Undersecretaries
- 2. All Assistant Secretaries
- 3. Regional Executive Directors
- 4. Directors-Staff Bureaus, PAO and SCO
- 5. Service Directors

B. PARTICIPANTS:

1. CENTRAL OFFICE

- 1.1 - Program Directors/Project Managers
- 1.2 - Budget Officers and Staff
- 1.3 - Planning Officers and Staff
- 1.4 - Administrative Officers and staff
- 1.5 - FASPO staff

2. REGIONAL OFFICES

- 2.1 - Regional Technical Directors
- 2.2 - Finance Officers
- 2.3 - Budget Officers and staff
- 2.4 - Planning Officers and staff
- 2.5 - Administrative Officers and staff

Visayas Avenue, Diliman, Quezon City

3. BUREAUS AND ATTACHED AGENCIES

- 3.1 - Assistant Directors
- 3.2 - Budget Officers and staff
- 3.3 - Planning Officers and staff
- 3.4 - Administrative Officers and staff

C. SECRETARIAT:

- C.1 - Budget Division staff
- C.2 - Planning Division staff
- C.3 - Administrative Division staff
- C.4 - Computer Operators

The cost per participant is P3,200 for the four-day duration of the workshop for food and supplies, 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.

Checks shall be made payable to DENR Central Office to be acknowledged by an official receipt.

Please be guided accordingly.

  
ANGEL C. ALCALA  
Secretary