



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

MAR 16 1995

SPECIAL ORDER
No. 95 - 264

SUBJECT : Authorizing the Attendance of Ms. Corazon P. Bautista of the Administrative Service to a Three-Day NGASOAPI Sponsored Seminar-Workshop on "Effective and Efficient Administrative and Supply Management" on April 3-5, 1995, at the Teachers' Camp, Baguio City.

In the interest of the service, Ms. CORAZON P. BAUTISTA of the Administrative Service is hereby authorized to attend a three-day live-in seminar-workshop on "Effective and Efficient Administrative and Supply Management", sponsored by the National Government Administrative and Supply Officers' Association of the Philippines, Inc., on April 3-5, 1995 at the Teachers' Camp, Baguio City.

The seminar-workshop is expected to equip the participants with new skills and techniques for an effective and efficient administrative and supply management in the DENR Proper.

A seminar fee of P2,400.00 for the participant to cover meals/snacks, accommodations and seminar materials is hereby authorized, chargeable against the allotment of the Administrative Service for the purpose, subject, however, to the usual accounting and auditing requirements.

This Order shall take effect immediately.

ERLINDA P. MERAM

Director, Financial Mgt. Service and
OIC, Management Services Office