



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MAR 21 1995

DENR SPECIAL ORDER
NO. 279
SERIES OF 1995

SUBJECT: AUTHORIZING SOME DENR PERSONNEL TO
CONDUCT LIVE-OUT TRAINING ON
CORRESPONDENCE AND REPORT WRITING.

In the exigency of the service, and to improve /upgrade the quality of correspondence and report being prepared by DENR personnel, the following are hereby authorized to attend the Correspondence and Report Writing Training as scheduled below:

	REGION		DATE
1.	Region I	-	April 24-28, 1995
2.	C A R	-	May 15-19, 1995
3.	Region V	-	May 22-26, 1995
4.	Region II	-	May 29 to June 3, 1995
5.	Region III	-	June 5- 9, 1995
6.	Region IV	-	June 19-23, 1995

Resource Person

1. Mr. Charles Castro
2. Mr. Dante Tecson

Facilitator/Training Staff

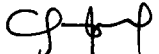
1. Ms. Erna D. Sy
2. Ms. Sonia C. Escasura/Euprefia Baldemor

Their attendance shall be on official time and they shall be entitled to per diem, transportation and other incidental expenses, chargeable against HRDS funds, subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the dates specified above.


BEN S. MALAYANG III
Undersecretary for
Field Operations and Program

Recommending Approval:


ALMEIDA J. TAGALA
OIC, Director
Human Resource Development Service

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