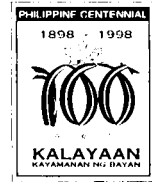




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43



DENR SPECIAL ORDER  
NO. 97 - 1168

10CT 03 1997

SUBJECT : REASSIGNMENT OF MS. MERCEDITHA F. MEDINA AND MR. RODOLFO DE AUSEN OF THE ENR-SECAL PROGRAM MANAGEMENT OFFICE TO THE CASHIER'S OFFICE AND GENERAL SERVICES DIVISION, RESPECTIVELY.


In the interest of the service, Ms. Merceditha F. Medina and Mr. Rodolfo de Ausen of the ENR-SECAL Program Management Office are hereby reassigned at the Cashier's Office and General Services Division, respectively.

Ms. Medina shall assist the Cashier's Office in the preparation of financial reports, and other documents for submission to Accounting Division. She shall also assist in the preparation and issuance of checks for salaries/wages, travelling expenses, and other cashiering works.

Mr. Rodolfo de Ausen shall assist the Property Section of the General Services Division in the inventory of ENR-SECAL properties and equipment. He shall also assist in the recording of properties and equipment and in the preparation of relief of accountabilities of concerned personnel/staff and other related works.

The above-named personnel shall clear themselves of all work, property and money accountabilities from their present work assignment and shall report immediately to the respective Chief of Offices where they are being assigned.

This Order takes effect immediately.

  
RAMON J.P. PAJE  
Assistant Secretary for Management  
and International Environmental Affairs

*DENR Cares. DENR Dares.*