



**DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES**

NOV 14 1997

**SPECIAL ORDER**

NO.97- 1326

**SUBJECT: Authorizing Mr. Galo C. Martinez, Jr. of Records Management and Documents Division (RMDD) to attend the Seminar-Workshop on Records and Archives Management to be conducted by the Records Management and Archives Office on November 18-20, 1997 at The Prime Hotel, Session Rd., cor. Calderon St., Baguio City**

In the interest of the service, Mr. Galo C. Martinez, Jr. is hereby authorized to attend the seminar-workshop on Records and Archives Management on November 18-20, 1997 at The Prime Hotel, Session Rd., cor. Calderon St., Baguio City.

All expenses incurred shall be chargeable against RMDD funds, subject to usual accounting and auditing rules and regulations. He shall re-echo learnings during the workshop within two (2) weeks from completion thereof.

This order takes effect immediately.



**RAMON J.P. PAJE**

Assistant Secretary for Management and  
International Environmental Affairs