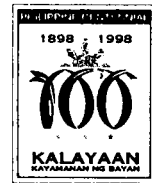




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos.: (632) 97-66-26 to 36; (632) 97-70-41 to 43



NOV 27 1997

SPECIAL ORDER
NO. 97- 1381

**SUBJECT : AUTHORIZING MRS. CRESENCIA I. OLIVAR,
RECORDS OFFICER IV ASSIGNED IN THE
RECORDS MANAGEMENT AND DOCUMENTS
DIVISION TO SIGN REPORTS AND OTHER
DOCUMENTS RELATED TO RECORDS
MANAGEMENT AND ITS STAFF**

In the interest of the service, Mrs. Cresencia I. Olivar, Records Officer IV is hereby authorized to sign reports and other documents related to Records Management.

In cases wherein the Chief of Records Management and Documents Division is out of Office on Official businesses or absent for more than one day, Mrs. Olivar shall take charge of Records Division and perform all the functions, duties and responsibilities of the Chief, Records Division.

She shall sign all documents as follows:

For and in the absence of the
Chief, Records Management and Documents Division

CRESENCIA I. OLIVAR
Records Officer IV

This Order takes effect immediately.

VICTOR O. RAMOS
Secretary