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DEC 1 7 1997

DENR Special Order No. <u>97-1459</u> Series of 1997

> SUBJECT: AUTHORIZING THE CONDUCT OF A TEAM BUILDING WORKSHOP FOR THE PLANNING AND POLICY OFFICE (PPSO)

In the interest of the service and in order to foster a better working relationship among the staff, a one-day team building workshop is hereby authorized for the Planning and Policy Office (PPSO) personnel on December 22, 1997 from 8 a.m. to 5 p.m.

All expenses to be incurred during the workshop shall be chargeable against PPSO funds subject to the usual accounting and auditing rules and regulations.

SABADO T. BATCAGAN Assistant Secretary