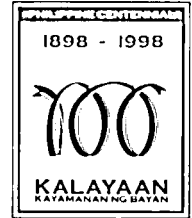




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

28174



MAR 14 1997

SPECIAL ORDER
NO. 97- 310

SUBJECT: AUTHORIZING THE HEAD EXECUTIVE ASSISTANT TO ORGANIZE A SERIES OF SEMINAR-WORKSHOP FOR THE STAFF OF THE OFFICE OF THE SECRETARY

As part of the staff development program of the office and in line with its philosophy of learning organization, Ms. Maria Clarissa C. Magdaraog, Head Executive Assistant is hereby authorized to organize training and seminar workshops. Initially, these will include the following:

- 1 - Refresher Course on Written Business Communication
- 2 - Effective Technical Writing
- 3 - Organizational Communication for the Bureaucracy
- 4 - Corporate Communication Program

All expenses to be incurred shall be chargeable against appropriate DENR funds, subject to accounting and auditing procedures.

This Order takes effect immediately.


VICTOR O. RAMOS
Secretary

hzb/cecille
1/so-seminar