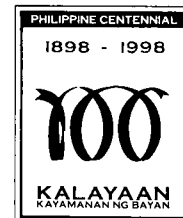




DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES



14 MARCH 1997

Special Order

No. 91-361

**SUBJECT: AUTHORIZING THE CONDUCT OF A STAFF MEETING  
OF THE OFFICE OF THE HEAD EXECUTIVE ASSISTANT  
ON MARCH 17, 1997**

In the interest of the service and in view of the need to review the office procedural and physical guidelines and the 1997 plans and programs of the Office of the Head Executive Assistant, the conduct of the a staff meeting of the said Office on 17 March 1997 is hereby authorized.

As such, all expenses to be incurred in connection with the meeting shall be charged against the DENR funds subject to the accounting and auditing procedures.

This order is effective on the date specified above.

  
**VICTOR O. RAMOS**  
Secretary

PRRP/RRS  
EMB

Arnold Benito  
Jose Cortes  
Iluminada Soria

II. Familiarization Seminar on field Sampling Techniques for EMPAS/DENR Laboratory Analysts

Date: 17-21 June 1997

Venue: Cebu City  
and

Equipment Calibration, Maintenance and Trouble Shooting Seminar for EMPAS/DENR Laboratory Analysts

Date: 22-26 June 1997

Venue: Cagayan de Oro City

Participants:

REGIONAL OFFICE/PROJECT	NAME
1	Remedios Jimenez
2	Florentino Lingan
3	Giandelli Corazon Ponce
4	Leonardo Ursa
5	Leonisa Madeloso
6	Ninfa Adolfo
7	Ester Doncoy
8	Rhodora Baquilod
9	Evelyn Brandes
10	Marivic Lluisma
11	Felinor P. Ylagan
12	Ma. Socorro Lanto
NCR	Marivic Bernardo
CAR	Eldelinita Andres
ARMM	Hawiya T. Esmael
PRRP/RRS	Charina Rabara
LLDA	Ma. Lou S. Danganan

Further, the following EMB personnel are authorized to attend the Seminar Series as Resource Persons/Facilitators/Secretariat:


1. Nanita L. Tinoko
2. Leonita D. Baetiong
3. Araceli C. Cantre
4. Lerma L. Dimayuga
5. Evelyn B. Agustin
6. Arcelie C. Viernes
7. Roberto L. Co



8. Teresita Peralta
9. Romana B. Magat
10. Josephine L. Monilla
11. Virgilio S. Bagtas
12. Nick D. Guillermo

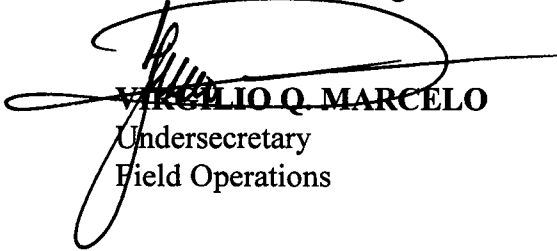
Mr. Gilles Morel, the DANIDA-seconded expert from the Danish Water Quality Institute (VKI), will be the Technical Consultant for the Seminar Series.

Expenses for travel, food, accommodation, and Seminar materials shall be charged against DANIDA funds while per diem and other related expenses shall be charged against EMPAS/Regional Offices' funds, subject to the usual accounting and auditing procedures.

  
VICTOR O. RAMOS *VM*

Recommending Approval:

  
**DELFIN J. GANAPIN, JR.**  
Undersecretary  
Environment and Programs Development

  
**VIRGILIO Q. MARCELO**  
Undersecretary  
Field Operations