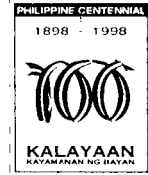




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43



**DENR SPECIAL ORDER**

No. 97-633

**JUN 06 1997**

**SUBJECT : Creation of a Committee to Select the Service with a Smile Awardees (Office and Employee)**

In the interest of the of the service an in line with the newly-launched Service with a Smile Award, a Selection committee is hereby created to select qualified candidates of this Award to be composed of the following:

**Chairperson :** Ramon J.P. Paje  
Assistant Secretary for Management  
and International Environmental Affairs

**Vice-Chairman :** Gregorio I. Texon  
OIC-Director, HRDS

**Members :** Ramon M. Ezpeleta  
OIC Director, Administrative Service

Leonardo C. Hernandez  
HRMO IV, HRDS

Chair, GAD Focal Point

President, DENR Employees Union

The Committee shall be assisted by the Personnel Division, Administrative Service, as its Secretariat which shall have the following functions:

1. Accept Nominations
2. Verify/obtain testimonies of critical incidents stated in the nomination format.
3. Evaluate and select the best qualified candidates based on the following criteria:

Any office (Category I) or employee (Category II) is qualified to participate in this contest whose services rendered is always acceptable to the clientele either with positive or negative results as given emphasis below:

- a. Serve clientele/visitor in accordance with prescribed standards/procedures;
  - b. Processes/Procedures followed are fully explained to the customer;
  - c. Clientele/visitor is given prompt attention;
  - d. Treat clientele/visitor in a friendly, courteous manner; and
  - e. Office procedures are displayed in a prominent location within the office (for category I only)
4. Proclaim the three (3) winners in each category who will receive the awards from the Secretary on the DENR Day, June 10, 1997 at the PAWB Amphitheater.

The winners of this contest shall receive cash prizes as follows:

Category I (Office)			Category II (Employee)		
1st Prize	-	P5,000.00	1st Prize	-	P2,500.00
2nd Prize	-	P4,000.00	2nd Prize	-	P2,000.00
3rd Prize	-	P3,000.00	3rd Prize	-	P1,500.00

Expenses to cover the cash prizes, plaques and other incidental expenses to be incurred in this activity shall be chargeable against HRDS funds, subject to the usual accounting and auditing rules and regulations.

This Order takes effect immediately and remains in force only for the duration of the DENR Anniversary Celebration 1997.



**VICTOR O. RAMOS**  
Secretary