



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

NATIONAL FORESTATION DEVELOPMENT OFFICE

JUN 13 1997

SPECIAL ORDER

No. 97- 669

**SUBJECT : Authorizing the Attendance of NFDO
Finance Division Staff to Attend Courses
on Computer Literacy and Proficiency.**

In the interest of the service and in order to further enhance the computer technical skills of the National Forestation Development Office - Finance Division personnel, the following are hereby authorized to attend courses on Information Technology Program for Office Workers (Cambridge Computer Literacy) to be conducted by **INFORMATICS COMPUTER INSTITUTE, INC.**, covering **60 training hours**.

NFDO - FINANCE DIVISION

1. Prudencio G. Aquino Jr.
2. Emelda P. Balita
3. Marlyn G. Baltazar
4. Emily N. Castillo
5. Gilbert C. Castro
6. Elvira G. Fungo
7. Darius C. Magno
8. Grace V. Ramos
9. Cristina F. Samson
10. Lilia P. Saroca
11. Janet A. Sepacio
12. Christina F. Zabala

The Registration and Tuition Fees for the on-site (DENR-NFDO) training venue in the amount of P 3,890.00 per participant and other incidental expenses incurred during the training shall be chargeable against *National Forestation Development Office funds (ADB/OECF FSPLII)*, subject to the usual budgeting, accounting and auditing procedures.

Recommended by:

EVANGELINE C. CRUZADO
NFDO Project Director

Approved by:

VIRGILIO Q. MARCELO
Undersecretary for Field
Operations