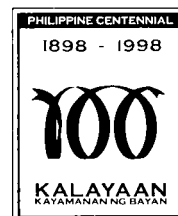




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



JUN 18 1997

SPECIAL ORDER
NO. 97- 604

SUBJECT: PILOT IMPLEMENTATION OF CENTRALIZED COMPUTER-AIDED PUBLIC ASSISTANCE CENTER (PACE) IN THE DEPARTMENT PROPER

To systematize the receipt, encoding and tracking of documents, a pilot run of centralized computer-aided PACE is hereby authorized to be implemented for one (1) month.

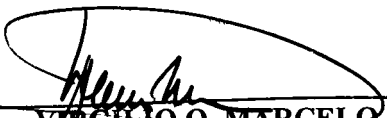
The Director of the Administrative Services shall oversee the implementation of the test run. He shall inform the Secretary of the schedule of the test run. In coordination with the concerned offices, he shall organize the PACE as follows:

| Personnel | Role in the Pilot Stage |
|--|--|
| MISD Team | To train the Records Team (On-the-Job Training) |
| Jose Marie Bonto | Overall Coordinator |
| Sylvia Español, Lilian Yboa, Nenita Gutierrez and Helen Tobias | Scanning, Encoding and Printing of Tracking Report (on-the job trainers) |
| Records Team | To undergo On-the-Job Training |
| Lory Oliverio and Teresita Ramos | Receiving, Scanning, Encoding and Printing of Tracking Report (OJ Trainee) |
| Rose Carando and Josefina Tejana | Sorting, classifying and dispatch (OJ Trainee) |
| Edwin Isleta | Sending of documents missed by respective offices' messengers |
| OSEC | |
| Ma. Teresa Espinol | Sorting, classifying and dispatch (on the job trainer) |
| Other Offices | |
| Duly designated messengers (ON-CALL) | Pick up of documents from the PACE |

The PACE shall:

1. receive, scan, encode all official incoming documents intended for the Secretary, Undersecretaries, Assistant Secretaries and other officials of the Department;
2. dispatch immediately hardcopies of received documents by advising the respective offices to pick-up their documents, or sending the documents through its assigned messenger, as the case maybe;
3. attend to the public and employees of the Department in tracking the location of documents;and
4. submit a weekly report to the Secretary on its operations copy furnished the Director of Administrative Services.

This Order takes effect immediately.


VIRGILIO Q. MARCELO
Acting Secretary