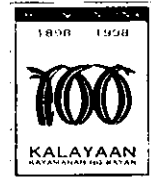




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

May 19, 1997



Special Order
No. 97-751
Series of 1997

SUBJECT : Authorizing the Low-Income Upland Communities Project to Conduct: 1/Workshop on Financial and Working Funds Procedures and 2/ Workshop on the Preparation of Training Program and Guidelines from May 19-21, 1997 at the Imus Sports Center, Imus Cavite.

In the interest of the service and in line with the turn-over of field -level management of the Project to the Provincial Governments and PENRO, the Low-Income Upland Communities Project (LIUCP) is hereby authorized to conduct the **Workshop on Financial and Working Funds Procedures and Preparation of Training Program and Guidelines** on May 19-21, 1997 at the Imus Sports Center, Imus Cavite.

The objectives of the workshops will be to:

1. Review and discuss the agreements and features of the financial and working funds procedures;
2. Clarify ADB Loan Disbursement Procedures specifically SOE;
3. Formulate action plan to come up with more coordinated and systematic operationalization of the procedures;
4. Arrive at an agreement and adopt guidelines regarding:
 - Documents Flow
 - Charging for LP
 - Reporting Procedures and Format
 - Responsibilities
5. To consolidate the LIUCP training program; and
6. To formulate and agree on guidelines on training of LIUCP.

The four-day workshop will be participated in by the following LIUCP management and staff:

Project Coordinating Office

- | | | | |
|----|--------------------------|---|--------------------------------|
| 1. | Nicanor F. Sapla | - | Project Director |
| 2. | Teodoro M. Tropia, Jr. | - | Chief, Technical Unit |
| 3. | Ben Hur V. Malana | - | Chief, Admin. & Finance |
| 4. | Zoraydah Lyn L. Gonzales | - | Project Dev't. Officer IV |
| 5. | Marivic R. Bernaldo | - | Project Dev't. Officer IV |
| 6. | Irene R. Armildez | - | Statistician II |
| 7. | Ernesto M. Ibita II | - | Information Systems Analyst II |

Occidental Mindoro

- | | | | |
|-----|----------------------|---|----------------------------------|
| 8. | Doterty Endangan | - | PENRO |
| 9. | Adelberto L. Dantis | - | Project Manager |
| 10. | Isidoro Zubiri | - | Administrative Officer III, PPMO |
| 11. | Emilyne C. Gutierrez | - | Budget Officer, PPMO |
| 12. | Vicky Gacuan | - | Clerk II for SOE, PPMO |
| 13. | Danilo de Lara | - | Accountant PENRO |
| 14. | Yolando Mambo | - | Training Specialist, PENRO |
| 15. | Jinky Canta | - | Training Officer, PPMO |
| 16. | Librada Morana | - | Provincial Budget Officer |
| 17. | Juanita Ignacio | - | Provincial Accountant |
| 18. | Virgilio del Rosario | - | PENRO Cashier |
| 19. | Ernesto Tanada | - | PENRO Planning Officer |
| 20. | Lilia V. Satur | - | Prov'l Administrative Officer |
| 21. | Provincial Treasurer | - | |
| 22. | Ethel Visconde | - | Provincial Auditor |

Oriental Mindoro

- | | | | |
|-----|------------------------|---|--------------------------------|
| 23. | Arthur Serna | - | PENRO |
| 24. | Eduardo K. Araral, Jr. | - | Project Manager |
| 25. | Andrea A. Ramos | - | Project Accountant, PPMO |
| 26. | Ernie S. Trinidad | - | Admin. & Finance Officer, PPMO |
| 27. | Lucila Aldea | - | Clerk for SOE, PPMO |
| 28. | Rosario G. Versoza | - | Accountant, PENRO |
| 29. | Teodora Agena | - | Training Officer, PPMO |
| 30. | Lea Belina Alberto | - | Budget Officer, PPMO |
| 31. | Pablo Santos | - | FMS II, PENRO |
| 32. | Jun Maramot | - | Provincial Accountant |
| 33. | Neneth Pineda | - | Provincial Budget Officer |
| 34. | Norma Cabucad | - | Provincial Treasurer |
| 35. | Magboo | - | Provincial Auditor |

&

DENR-Central Office/FASPO

- | | | | |
|-----|-------------------------|---|-------------------------------------|
| 36. | Jaynul E.N. Uc-kung III | - | LIUCP Coordinator, Field Operations |
| 37. | Froila Vega | - | Budget Officer |
| 38. | Amilyne Dantes | - | Budget |
| 39. | Elvie Caparas | - | Accountant |
| 40. | Susan Castilla | - | FASPO Desk Officer |
| 41. | Ma. Lourdes Ferrer | - | OIC-PAMD |

Desarollo Internationale Consult, Inc.

- | | | | |
|-----|---------------------|---|-----------------|
| 42. | Ma. Dulce Cacha | - | Resource Person |
| 43. | Demilour R. Ignacio | - | Documentator |

Asian Development Bank (ADB)


- | | | | |
|-----|------------------|--|--|
| 44. | Nenette Salvador | | |
| 45. | Baby Espiritu | | |

Support Staff

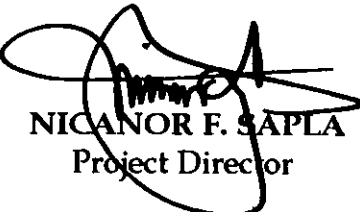
- | | | | |
|-----|-----------------------------|---|--------|
| 46. | Gilbert Talal | - | Driver |
| 47. | Alfonso Castillo | - | Driver |
| 48. | Ruben Monterola | - | Driver |
| 49. | Driver (Oriental Mindoro) | | |
| 50. | Driver (Oriental Mindoro) | | |
| 51. | Driver (Occidental Mindoro) | | |
| 52. | Driver (Occidental Mindoro) | | |
| 53. | Documentator | | |

Workshop expenses shall be charged against the Project subject to usual accounting and auditing rules and regulations.

This Order shall take effect only for the purpose and duration specified herein.


VIRGILO Q. MARCELO
Undersecretary for Field Operations

Recommending Approval:


NICANOR F. SAPLA
Project Director