



Republic of the Philippines
Department of Environment and Natural Resources
Mt. Makiling Reserve Area and Laguna de Bay Commission
NFDO Bldg., DENR Compound Visayas Ave., Diliman, Quezon City
Tel. Nos. 929-66-26 to 29, 929-66 32 to 35
929-70-41 to 43 Local 2111



SPECIAL ORDER
No. 97 - 901

AUG 06 1997


SUBJECT: AUTHORIZING CERTAIN PERSONNEL OF MT. MAKILING RESERVE AREA AND LAGUNA DE BAY COMMISSION SECRETARIAT TO ATTEND COURSES ON COMPUTER LITERACY

In the interest of the service and in order to further enhance the computer technical skills of the Mt. Makiling Reserve Area and Laguna de Bay Commission (MMRALBC) Secretariat, the following are hereby authorized to attend the training courses offered by the INFORMATICS COMPUTER INSTITUTE, SM North-EDSA:

PARTICIPANT	COURSE NAME	DATE
1. JOCELYN D. BALUBAR	Cambridge Computer Literacy:	08 Aug to
2. MARY GISELLE CABRERA	(Intro. to Micros, Windows 95, MS Word 7, MS Excel 7, MS Access 7)	02 Oct. '97
	Fee: P 5,800/participant	(1-5 pm/TTh)
3. MA. LUISA F. MAGAT	Computer Graphics & Desktop Publishing (Aldus Pagemaker 5.0)	15 Aug to
	Fee: P 2,500.00/participant	05 Sept '97
		(1-5 pm/TTh)
4. RHODORA CALUNGCAGIN	Computer Graphics & Desktop Publishing (CorelDRAW 5.0)	05 Aug to
5. MARIETTA JARABE	Fee: P 3,900.00/participant	28 Aug '97
		(6-9 pm/TTh)
6. NAPOLEON BALASCOPO	Computer Aided Drafting & Design (Autocad Rel. 13 Module I)	28 August to
	Fee: P 4,300.00/participant	30 Sept '97
		(6-9 pm/TTh)

The registration fee, tuition fees and other incidental expenses incurred during the training course shall be chargeable to the MMRALBC Funds, subject to the usual budgeting, accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until the duration of the said Training Courses.


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