



Republic of the Philippines  
Department of Environment and Natural Resources  
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**SPECIAL ORDER**  
NO. 97 - 903

AUG 06 1997

**SUBJECT: CONSTITUTING THE DIVISION CHIEFS UNDER THE ADMINISTRATIVE SERVICE INTO A COMMITTEE TO COMPLEMENT THE SYSTEMS STUDY BEING UNDERTAKEN THEREAT**

In the interest of the service, the Division Chiefs under the Administrative Service, namely : the Personnel Division; Records Management and Documentation Division; and the General Services Division are hereby constituted into a Committee to complement the study of the systems being conducted by Ms. Myrna Juat (Consultant) in the said Service.

The Committee shall therefore review/ / complement the actions and recommendations of Mrs. Juat who has been tasked to undertake the following:

1. Submit the Logical Framework/ Gantt Chart of the study / review to be conducted.
2. Conduct regular analysis sessions with the Committee to ascertain the strengths and weaknesses of the systems on the following areas:
  - a. Procurement and Supply Management;
  - b. Records Management, Retrieval and Access;
  - c. Personnel and HRD Linkages; and,
  - d. Other services on employee welfare e.g. canteen services, etc.
3. Submit weekly reports of her accomplishments.
4. Submit findings and recommendations on the study on or before November 15, 1997.
5. Submit draft Administrative Order(s) to effect the desired policy or procedural change in the Administrative Service on or before December 15, 1997.

The OIC Director, Administrative Service shall Chair the Committee and shall see to it that the outputs of the study and the deadlines are met as above indicated.

This Order takes effect immediately.

  
RAMON J. P. PAJE

Assistant Secretary for Management  
and International Environmental Affairs