



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

AUG 06 1997

SPECIAL ORDER  
NO. 97- 904

**SUBJECT : AUTHORIZING THE ATTENDANCE OF THE  
INTERNAL AUDIT SERVICE PERSONNEL ON  
COMPUTER LITERACY COURSES**

In line with the Department's manpower development program through participation in training courses designed to fully equip employees with vital knowledge and skills on office work, particularly in computer applications, the following Internal Audit Service (IAS) personnel are hereby authorized to attend the training courses offered by the Informatics Computer Institute, located at the SM City Car Park Plaza, North EDSA, Quezon City:

<b>PARTICIPANT</b>	<b>COURSE</b>	<b>DATE</b>
1. <b>Gerardo F. Cariño</b>	Cambridge Computer Literacy- Intro to Micros, Windows 95, MS Word 7.0 MS Excel 7.0, Microsoft Powerpoint 7.0	Sept. 08-25
2. <b>Cynthia R. Balascopo</b>		Sept. 29- Oct. 16
3. <b>Paulina G. Castro</b>		Oct. 20- Nov. 16
4. <b>Corazon P. Bугanan</b>		Sept. 08-25
5. <b>Benjamin P. Cayabyab</b>		Aug. 18- Sept. 04

The training fee in the amount of P4,110.00 per participant and other incidental expenses incurred during attendance to the computer course shall be chargeable to IAS funds, subject to the usual accounting and auditing rules and regulations.

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

  
**RAMON J.P. FAJE**

Assistant Secretary for Management and  
International Environmental Affairs