



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
NO. 98-14

SUBJECT : **Creation of a Committee to Produce an Administrative Information Manual (AIM)**

In the interest of the service and to provide a ready information data on administrative concerns of this Department, an Administrative Information Manual (AIM) Drafting Committee is hereby created to be composed of the following:

Mr. Galo Martinez, RMDD	-	Chair
Mr. Celso Bautista, GSD	-	Member
Mr. Gilbert Mondroy, GSD	-	-do-
Ms. Priscila Molina, Personnel Div. Service	-	-do-
Ms. Memorie Jinggy Toledo, Admin.	-	-do-
Ms. Janet Maborang, Personnel Div.	-	-do-
Ms. Betty Jiloca, Medical Unit	-	-do-

The Committee shall produce the Administrative Information Manual which should contain statistics data on :

1. Personnel
2. Equipment
3. Land and Land Improvements
4. Vehicles
5. Records

The Chair together with the members shall devise a program / plan which shall cover schedule of researches, specific responsibilities, deadline for submission of data and other activities which may be necessary for the accomplishment of the job.

The Committee shall be advised by the OIC-Director and all Division Chiefs under the Administrative Service.

The members shall be entitled to reasonable incidental expenses in the performance of their tasks chargeable against Administrative Service funds subject to the usual accounting and auditing rules and regulations. The Manual shall be ready not later than March 01, 1998.

This Order takes effect immediately.


RAMON J. P. FAJE
Assistant Secretary for Management and
International Environmental Affairs

Recommending Approval :


RAMON M. EZPELETA
OIC Director, Administrative Service