



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

FEB 13 1998

SPECIAL ORDER
NO. 98-141

SUBJECT: Authorizing Some of the Research and Statistics Division (RSD) Personnel to Attend Training on Different Office Systems at the National Computer Center, UP Diliman, Quezon City

In the interest of the service and in line with the Office's thrust to improve the capabilities of its personnel, particularly in the area of Information Technology, the following RSD staff are hereby authorized to attend training on Different Office Systems at the National Computer Center, UP Diliman, Quezon City.

Introduction to Microcomputers, DOS & Windows
(March 23-31, 8:00 AM – 12:00 NN)

- 1. Ma. Theresa V. Legaspi
- 2. Dinah Agati

Microsoft PowerPoint
(April 27 - May 11, 1:00 – 5:00 PM)

- 1. Alicia N. Cenar

Microsoft Word
(May 4-15, 8:00 AM – 12:00 NN)

- 1. Ervy dela Cruz
- 2. Rene Perez

(July 6-17, 1:00 – 5:00 PM)

- 1. Julie Gorospe

Microsoft Excel
(May 25 – June 5, 8:00 AM – 12:00 NN)

- 1. Ma. Theresa V. Legaspi
- 2. Remedios Bonifacio
- 3. Bella Nunez


(July 27 – Aug. 7, 8:00 AM – 12:00 NN)

1. Adoracion Mendoza
2. Liberty D. Fernandez

(Sept. 28 – Oct. 9, 8:00 AM – 12:00 NN)

1. Larry Villaflor

Training fees of P 1,100 for Introduction to Microcomputers and P1,700 for the rest of the office systems per participant and other expenses will be charged against the funds of their division, subject to the usual accounting and auditing rules and regulations.



SABADO T. BATCAGAN
Assistant Secretary for Planning
and Policy Studies Office