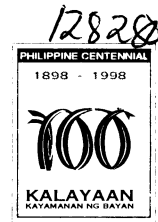




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43



SEP 17 1999

SPECIAL ORDER
No. 99 - 1063

SUBJECT : AUTHORIZING SOME NFDO AND MSO PERSONNEL TO ATTEND THE INFORMATICS COMPUTER INSTITUTE'S COMPUTER COURSES

In the interest of the service and in order to provide relevant information technology training and education attuned with the present global trends, the following National Forestation Development Office (NFDO) and Management Services Office (MSO) personnel are hereby authorized to attend the above mentioned computer courses to be held at the Informatics Computer Institute, Lower Ground Floor, Carpark Plaza, SM North Edsa, Quezon City starting the September 17, 1999 class schedule:

- I. Module I (Introduction to Computers, Windows 95, MS Word 97, MS Excel 97, MS Powerpoint Exploration)
- | | |
|----------------------|--------------------|
| 1. Ermanita Torralba | 4. Francis Veto |
| 2. Nereda Laureano | 5. Ester Ocampo |
| 3. Rowena Canada | 6. Ric G. Enriquez |

The course fee of P3,680.00 per participant, payable to the Informatics Computer Institute, shall be chargeable against the NFDO funds, subject to the usual accounting and auditing rules and regulations.

Their attendance in said computer courses shall be on official time and they are required to finish the 27 hours requirement said module.

This Order shall take effect on the specified class schedule.

ADRIANO B. NAVA, JR.
Assistant Secretary for Management Services