



Republic of the Philippines  
Department of Environment and Natural Resources  
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FEB 16 1999

**SPECIAL ORDER**  
**NO.99 - 154**

**SUBJECT : AUTHORIZING THE ATTENDANCE OF RECORDS PERSONNEL TO THE SEMINAR/WORKSHOP ON "DEVELOPING AND SETTING OF STANDARDS FOR RECORDS AND ARCHIVES MANAGEMENT AND SERVICES, MARCH 3-5, 1999, ROYAL PALM HOTEL, ERMITA MANILA**

In the interest of the service and to increase government office efficiency and staff productivity in the records and archives administration, the following Records and Management Division personnel are hereby authorized to attend the seminar/workshop on " *Development and Setting of Standards for Records and Archives Management and Services*" to be held on March 3-5, 1999 at the Royal Palm Hotel, A. Mabini Corner P. Faura Streets, Ermita, Manila; to wit :

1. Mrs. Corazon M. Camat - Principal  
Records Officer III
2. Ms. Rosario O. Diwa - Alternate

As such, they are entitled to claim registration fee of P2,700 chargeable against Records and Management Division funds subject to existing accounting and auditing rules and regulations.

This order shall take effect on the duration of the seminar/workshop.

**ADRIANO B. NAYA, JR.**  
Assistant Secretary for Management Services