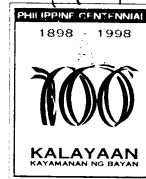




Republic of the Philippines
Department of Environment and Natural Resources
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MAR 24 1999

SPECIAL ORDER

No. 99- 311

SUBJECT : CREATING A TASK FORCE TO CONDUCT STUDY FOR THE REDUCTION OF EXPENSES ON REPRODUCTION OF OFFICIAL WRITTEN MATERIALS

In the exigency of the service and in accordance with our on-going conservation efforts to reduce expenses on the reproduction of official written materials, a task force is hereby created to be composed of the following:

Team Leader	-	Japheth R. Princillo
Asst. Team Leader	-	Mario Bernabe R. Contreras
Members	-	Gerundio Fernandez
	-	Guillermo Estipona
	-	Manuel Roxas

The Task Force shall perform the following functions:

1. Conduct a survey on the number of photocopiers and reproduction machines available and an estimate of the volume of materials reproduced every week;
2. Appraise the status of photocopiers and the frequency of repairs done in the last six months;
3. Assess the feasibility of a centralized system for the reproduction of official written materials in the Department; and
4. Submit a proposal for cost-cutting measures to reduce reproduction expenses of the Department on or before April 8, 1999.

These functions shall be in addition to their regular office duties. Expenses that may be incurred in the conduct of their respective functions shall be chargeable against mandatory funds.

This Order shall take effect immediately and shall remain in force until revoked.

ADRIANO B. NAVAJR.
Assistant Secretary for Management Services