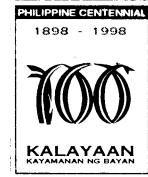




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43



MAR 24 1999

SPECIAL ORDER  
No. 99 - 312

**SUBJECT: PROPERTY AND SUPPLY MANAGEMENT  
TRAINING COURSE**

In the interest of the service and in order to equip our personnel with the necessary knowledge and skills in the systematic and effective procedures in the procurement, distribution, utilization, maintenance, repair, inventory and disposal of the Department's supplies and properties, the following are hereby authorized to attend a three day live-in training course on Property and Supply Management on April 14-16, 1999 at Ciudad Christia, San Mateo, Rizal:

**PARTICIPANTS:**

<b>NAME</b>	<b>OFFICE</b>
1. Gilbert Mondroy	General Services Division
2. Manuel Gingo	-do-
3. Felicitas Bautista	-do-
4. Perpetua Manalili	-do-
5. Isidoro Martinez, Jr.	NTC, Carranglan, Nueva Ecija
6. Amado Cruz	Records Division
7. Ligaya Dionisio	Proj. Dev. and Eval. Division
8. Ramil Mangubos	Planning & Programming Division
9. Nelia Villanueva	Policy Studies Division
10. Cresencia Garalde	Accounting Division
11. Isidora Pontill	Budget Division
12. Ari Batac	Management Division
13. Dorina Rojas	Career Management Division
14. Bernardita Tubang	Management Development Division
15. Joey Esperanza	Personnel Division
16. Rosa Copon	Office of the Director, HRMS
17. Rosette de Guzman	Public Affairs Office
18. Nena Villanueva	Medical Unit
19. Norma Dincos	Legal Service
20. Lomerill Yumang	Office of the USEC for Legal Affairs
21. Dexter Tindoc	Office of the ASEC for Mgt. Services
22. Anastacio Carabiag	Office of the ASEC for Legislative Affairs
23. Arturo Romulo Samaniego	Bilateral Proj. Preparation & Appraisal Div.

24. Joselito Castillo	Loans Project Division
25. Hayde Lato	Grant Projects Division
26. Ma. Cristina Abaya	Special Project Division
27. Rosita Pinolano	OSEC
28. Annie Volez	OSEC
29. Lerna Honrado	Office of the Director, FCMS
30. Dina Grace Alua	NRMP
31. Alua Dumaranan	NEDO
32. Nerissa Gavino	PRRP

### RESOURCE PERSONS

1. Two COA Staff
2. Ms. Rosalina O. Enriquez

### TRAINING STAFF

1. Tito D. Abrera
2. Sonia C. Escasura
3. Evelyn E. Carmo/Erlinda C. Mendoza

Attendance to this training course shall be on official time.

All training related expenses shall be chargeable against the Human Resource Management Service Funds while traveling expenses of the participants shall be borne by their respective offices, subject to the usual accounting and auditing rules and regulations.

This Order takes effect only on the dates herein specified.

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

/s/