



Republic of the Philippines
Department of Environment and Natural Resources
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MAR 26 1999

SPECIAL ORDER
NO. 99 - 326

SUBJECT : AUTHORIZING THE ATTENDANCE OF RECORDS OFFICER II CORAZON M. CAMAT TO THE SEMINAR/WORKSHOP ON ESTABLISHMENT OF AN ARCHIVAL SYSTEM ON MAY 25-27, 1999, HOTEL MAGUINDANAO, DAVAO CITY

In the interest of the service and to increase government office efficiency and staff productivity in records and archives administration, Records Officer III **Corazon M. Camat** is hereby authorized to attend the seminar/workshop on the *Establishment of an Archival System* to be held on May 25-27, 1999 at the Hotel Maguindanao, Davao City.

As such Ms. Camat is entitled to claim **registration fee of P2, 700.00** and actual / basic **transportation expenses** to and from her residence and the training venue, **chargeable against Records and Management Division** funds, subject to existing accounting rules and regulations.

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

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

camat / icss
03/23/99