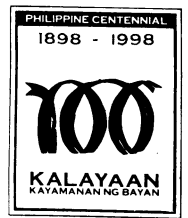




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



April 7, 1999

Special Order
No. 99 - 37

SUBJECT : Workshop on the Writing of Class Specifications of all Positions in the National Government

In accordance with the DBM National Budget Memorandum No. 87 dated February 2, 1999 from Secretary Benjamin E. Diokno, the Compensation and Classification Bureau (CPCB) will conduct a one-day workshop on the writing of classifications of all positions in the national government for DENR.


The one-day workshop for DENR employees and guest participants from other agencies will be held at the MGB Petrolab Conference Room, North Avenue, Quezon City on Friday April 16, 1999 from 8:00 AM to 5:00 PM.

Participants shall be strictly limited to two (2) per office. DENR offices hereunder listed are hereby authorized to send the HRMO/AO Chief along with one (1) alternate.

| DENR Central Office | Bureau/Attached Agency/Office |
|---------------------------------------|-------------------------------|
| 1. Administrative Service | 1. EMB |
| 2. Financial Management Service | 2. ERDB |
| 3. Human Resource Management Service | 3. FMB |
| 4. Legal Service | 4. LMB |
| 5. Planning Service | 5. MGB |
| 6. Project Design & Packaging Service | 6. MGB-RO-IV |
| 7. Project Management Service | 7. NAMRIA |
| 8. Public Affairs Office | 8. NCR |
| 9. Special Concerns Office | 9. DENR-RO-III |

Expenses for the one-day workshop shall be charged against HRMS funds subject to the usual accounting and auditing rules and regulations.

For strict compliance.


ANTONIO H. CERILLES
Secretary