



Republic of the Philippines  
Department of Environment and Natural Resources  
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JUN 23 1999

DENR SPECIAL ORDER  
No. 99 - 696

**SUBJECT: AUTHORIZING HRMS STAFF TO ATTEND OUT-HOUSE  
TRAINING/SEMINAR-WORKSHOPS**

In the interest of the service and in order to acquire continuing knowledge and professional growth among HRM Practitioners in the Human Resource Management Service, the following personnel are hereby authorized to attend the training courses all to be conducted by the Philippine Legal Research Center and to be held at the Heritage Hotel, EDSA corner Roxas Boulevard, Pasay City as scheduled below.

Name	Course	Date
1. Amelita Tamayo	Stress Management	June 10, 1999
2. Victoria Gimeno	Stress Management	June 10, 1999
3. Rachel de Guzman	Stress Management	June 10, 1999
4. Priscila Molina	Performance Evaluation & Reporting System	June 19, 1999
5. Filipina Edralin	Managing Work Productively	June 23, 1999
	Building Supervisory Skills	June 26, 1999
6. Rosario Gulmatico	Building Supervisory Skills	June 26, 1999
7. Rosalina Enriquez	Building Supervisory Skills	June 26, 1999
8. Fredesvinda Casuncad	Managing Work Productively	June 23, 1999
	Building Supervisory Skills	June 26, 1999
9. Ofelia Veloira	Job Evaluation & Compensation	June 26, 1999
10. Dorina Rojas	Job Evaluation & Compensation	June 26, 1999
11. Bernardita Tubang	How to Become a More Valuable Secretary	July 6, 1999
12. Evelyn Carino	- do -	- do -
13. Ma. Concepcion Tardaguila	- do -	- do -
14. Rosa Copon	Purchasing & Supply Mgt.	July 10, 1999

Their attendance to the training shall be on official time.

The above-named personnel shall be entitled to claim transportation allowance and relevant expenses.

The corresponding training fees and other related expenses shall be chargeable against MDD-HRMS funds subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the dates herein specified.



**TEODORO B. PISON**  
Acting Secretary