



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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929-66-20 • 929-66-33 to 35
929-70-41 to 43



AUG 02 1999

DENR SPECIAL ORDER
NO. 99- 874

SUBJECT: AUTHORIZING SOME DENR ADMINISTRATIVE SERVICES PERSONNEL TO ATTEND THE TRAINING ON COMPLETED STAFF WORK (CSW).

In the interest of the service and in order to equip our personnel with the necessary knowledge and skills in undertaking Completed Staff Work (CSW), the following Administrative Services personnel are authorized to attend a 3-day live-in training to be conducted on September 1-3, 1999 at the Ciudad Christhia, San Mateo, Rizal.

PARTICIPANTS	OFFICE
1. Leonardo C. Hernandez	Office of the Director, HRMS
2. April Rose Mansueto	Office of the Director, HRMS
3. Tito Abrera	Office of the Director, HRMS
4. Edna Guevarra	Management Development Div.
5. Alex Caayao	Management Development Div.
6. Bernardita Tubang	Management Development Div.
7. Erna D. Sy	Trainers Development Div.
8. Dorina Rojas	Career Management Div.
9. Estela Aguiles	Career Management Div.
10. Armi Foster / Juanita Pascual	National Training Center
11. 2 Representatives from the	Office of Asec Administrative Services
12. 8 Representatives from the	Finance Service
13. 8 Representatives from the	Administrative Service

RESOURCE PERSONS

1. USEC Ramon J.P. Paje
2. ASEC Sabado Batcagan
3. ASEC Adriano B. Nava, Jr.
4. Dir. Adeluisa G. Slapno, Ph.D.
5. Ms. Alma Logmao
6. Mr. Jason Lao
7. PMS Staff
8. Charles Castro

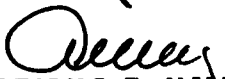
FACILITATORS / TRAINING STAFF

1. Rosalina O. Enriquez - Overall Coordinator
2. Yvonne Baldado
3. Sonia Escasura
4. Maria Bongco

Attendance to this training course shall be on official time.

All training related expenses shall be chargeable against the HRMS Funds, subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the dates herein specified.


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