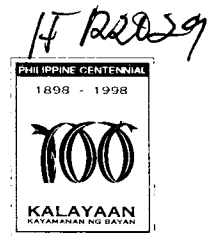




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43



SPECIAL ORDER
No.99- 875

AUG 02 1999

SUBJECT: TRAINING ON ENHANCING SECRETARIAL CAPABILITIES.

In the interest of the service and in order to enhance the capabilities of secretaries/clerks/front line employees of the Department, the following are hereby authorized to attend a 2-day Training on Enhancing Secretarial Capabilities on August 5-6, 1999 at Petrolab, Mines and Geo-Sciences Bureau.

PARTICIPANTS

Name	Office
1. Bernardita S. Tubang	Management Development Division, HRMS
2. Marie Tardaguila	Career Development Division, HRMS
3. Marizel D. Elope	Office of the Secretary
4. Priscilla Cagampang	Office of the Secretary
5. Riena Cha-cha Soriano	Office of the Secretary
6. Loreta Basilio	ASEC for Administrative Service
7. Cecilia Salandanan	ASEC for Administrative Service
8. Gloria Aceret	Accounting Division
9. Irene S. de la Cruz	Planning and Policy Studies
10. Marilou C. Lita	Budget Division
11. Lemina S. Pascual	Special Proj. Division, FASPO
12. Erlinda P. Ayap	Proj. Impact Assessment Division, FASPO
13. Josephine Q. Natividad	Foreign Assisted Proj. Preparation Division, FASPO
14. Leilanie S. Sabroso	Foreign Assisted Proj. Monitoring & Eval. Division, FASPO
15. Nelia J. Quesada	Project Appraisal Division, FASPO
16. Ma. Teresa G. Zamora	Intelligence & Special Tasks Force
17. Yolanda Tatang	SCO
18. Resanclaire Villanueva	SCO
19. Jocelyn P. Merino	PTFWRP
20. Cecilia Las	NFDO
21. Samuel Tisara	LIUCP
22. Lilia Buison	CEP

- | | |
|----------------------------|--|
| 23. Cristina T. Manalaysay | Investment Programming & International
Commitment Service |
| 24. Mylene N. Liwanag | Processing Documentation Division, Legal
Service |
| 25. Floradema Collorado | Law Enforcement & Licenses Division,
Legal Service |
| 26. Janet Chen | Litigation & Investigaion Division, Legal
Service |
| 27. Herminia Molina | Personnel Investigation Division, Legal
Service |
| 28. Rose Nunez | Research & Legal Opinion, Legal Service |
| 29. Gemma Reynoso | Claims & Conflict Division, Legal Service |
| 30. Marieta Mirador | Processing Documentation Division, Legal
Service |
| 31. Myrna Reyes | Public Affairs |
| 32. Araceli Espino | Public Affairs |
| 33. Julie Florentino | Public Affairs |
| 34. Estela S. de Guzman | USEC for Policy & Technical Services |
| 35. Farida F. Flaviano | USEC for Policy & Technical Services |

RESOURCE PERSON


- | | |
|--------------------------|--|
| 1. Rosalina O. Enriquez | 4. Representative from CSC |
| 2. Leonita R. Sibunga | 5. Efren Q. Laureola |
| 3. Guadalupe C. Oliveros | 6. one from reputable training institution |

TRAINING STAFF

1. Sonia C. Escasura
2. Maria B. Bongco
3. Jean F. Allado/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, subject to the usual accounting and auditing rules and regulations.


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