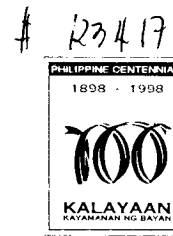




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43



AUG 12 1999

DENR Special Order  
No. 99- 913

**SUBJECT: AUTHORIZING THE ATTENDANCE OF CERTAIN PERSONNEL FROM THE OFFICE OF THE SECRETARY TO THE "TRAINING COURSE ON THE DEVELOPMENT OF A RECORDS CLASSIFICATION AND FILING SCHEME".**

In the interest of the service, the following personnel are hereby authorized to attend the "Training Course on the Development of a Records Classification and Filing Scheme" on September 6-10, 1999 at the Philippine Village Hotel, Nayong Pilipino Pasay City:

<b>PARTICIPANTS</b>	<b>OFFICE</b>
1. MARIEZEL D. ELOPRE	OSEC/TRP
2. BELEN D. FERNANDEZ	OSEC/TRP
3. TESSIE A. SORIANO	OSEC

The registration fee of P4,500.00 per participant and travelling expenses shall be charged against OSEC Funds subject to the usual accounting and auditing rules and regulations.

They shall submit report to the HRMS within one week after completion of this activity.

This Order shall take effect on the duration of this training course.

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