



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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929-7041 to 43



AUG 23 1999

**SPECIAL ORDER**

No. 99-919  
us

**SUBJECT: AUTHORIZING CRESENCIA I. OLIVAR, RECORDS OFFICER IV TO ATTEND THE SEMINAR WORKSHOP ON DEVELOPMENT OF A RECORDS CLASSIFICATION AND FILING SCHEME TO BE HELD AT PHILIPPINE VILLAGE HOTEL, NAYONG PILIPINO PARK, PASAY CITY ON SEPTEMBER 6 - 10, 1999**

In the interest of service, Mrs. Cresencia I. Olivar, Records Officer IV, is authorized to attend on official time the seminar-workshop on "Development of a Records Classification and Filing Scheme" at Philippine Village Hotel, Pasay City on September 6 to 10, 1999.

A registration fee of P4,500.00 be chargeable against the appropriate funds of the Records Management and Documents Division, Administrative Service, is likewise authorized subject to the usual accounting and auditing rules and regulations.

This order takes on the dates specified.

**ADRIANO B. NAYA JR.**  
Assistant Secretary for Administrative Services