



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) 929-65-52
929-66-20 • 929-66-63 to 35
929-70-41 to 43

FEB 10 2000

SPECIAL ORDER
No. 2000- 130

**SUBJECT : CREATING A TEAM TO CONDUCT VALIDATION
OF ACTUAL MANPOWER STRENGTH REPORTS
OF DENR OFFICES**

In the interest of the service and to conduct validation of actual manpower strength reports submitted by the DENR Offices, a team is hereby created to be composed of representatives from the following offices:

1. Administrative Service
2. Personnel Division
3. Office of the Secretary

The Team shall, in coordination with the Office of all Regional Executive Directors, Bureau Directors, and Heads of Attached Agencies:

- a. audit all pertinent documents such as payrolls, vouchers for salary payment, latest plantilla, and personnel files of DENR employees;
- b. ascertain / validate the number of filled and unfilled regular and co-terminus positions in all DENR offices;
- c. determine the details of vacant positions as of December 31, 1999;
- d. submit a complete report of audit with appropriate recommendations.

All expenses to be incurred in the conduct of the audit shall be charged to appropriate DENR funds, subject to existing accounting and auditing rules and regulations.

This Order shall take effect on the duration of the activity.


ANTONIO H. CERILLES
Secretary