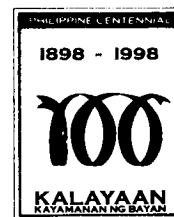




Department of
Environment and
Natural Resources



MAR 29 2000

SPECIAL ORDER
NO. 2000-291

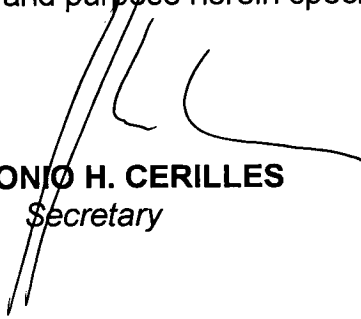
SUBJECT: AUTHORIZING THE ATTENDANCE OF SOME OSEC PERSONNEL TO THE ONE-DAY SEMINAR-WORKSHOP ON MANAGING THE FILES ON MARCH 31, 2000 AT THE PALM PLAZA HOTEL IN ERMITA, MANILA

In the interest of the service and in order to equip them with an understanding of standard files management procedures, the following personnel, who are involved in records-keeping activities are hereby authorized to attend the seminar-workshop on Managing the Files on March 31, 2000 at Palm Plaza Hotel, Ermita, Manila:

- | | |
|-----------------------------|------|
| 1. MS. MARY ANN FUENTES | OSEC |
| 2. MS. PRINCESS MAAM TEJANO | OSEC |
| 3. MR. JASPER BAYAWA | OSEC |

Expenses to be incurred in relation to their attendance to the said seminar-workshop to include registration fee shall be chargeable against OSEC Funds subject to the usual accounting rules and regulations.

This Order takes effect on the duration and purpose herein specified.


ANTONIO H. CERILLES
Secretary