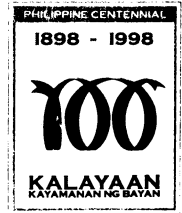




**Department of
Environment and
Natural Resources**



MAR 3 1 2000

**SPECIAL ORDER
NO. 2000- 311**

**SUBJECT : AUTHORIZING THE ATTENDANCE OF SOME
OSEC PERSONNEL TO THE SEMINAR-
WORKSHOP ON CORRESPONDENCE AND MAIL
MANAGEMENT ON 28 APRIL 2000 AT PALM
PLAZA HOTEL, ERMITA, MANILA.**

In the interest of the service and in order to equip them with an understanding on the principles and techniques of managing correspondence and mails, the following personnel who are involved in records-keeping activities are hereby authorized to attend the one-day seminar-workshop on **Correspondence and Mail Management** to be held at Palm Plaza Hotel, Ermita, Manila, on 28 April 2000:

- | | |
|----------------------------------|-----------------|
| 1. Ms. BELEN FERNANDEZ | OSEC-TRP |
| 2. Ms. MARIEZEL D. ELOPRE | OSEC-TRP |
| 3. Ms. TESSIE SORIANO | OSEC |

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

This order takes effect immediately and shall be automatically revoked upon completion of the aforementioned seminar-workshop.


ANTONIO H. CERILLES
Secretary