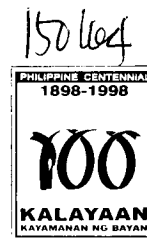




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 \* (632) 929-62-52  
929-66-20 \* 929-66-33 to 35  
929-7041 to 43



APR 11 2000

**DENR SPECIAL ORDER**  
**NO. 2000 - 376**

**SUBJECT: AUTHORIZING SOME PERSONNEL TO  
ATTEND THE RECORDS-KEEPING  
ACTIVITIES.**

In the interest of the service and in order to equip some records personnel with an understanding of standard files management procedures, and principles and techniques of managing correspondence and mails in the overall scheme of records and information management, the following Records Management and Documents Division personnel are authorized to attend a one day seminar-workshop to be conducted on April 28, 2000 at the Palm Plaza Hotel, Pedro Gil cor. M. Adriatico Sts., Ermita Manila:

1. Raul Adul
2. Alejandro H. Dela Cruz
3. Jocelyn B. De Layola
4. Isagani I. Mancilla

Attendance to this seminar-workshop shall be on official time.

All expenses shall be charged against RMDD Funds, subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the date herein specified.

  
ADRIANO B. NAVA, JR.  
Assistant Secretary for Management Services

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