



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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929-66-20 • 929-66-33 to 35
929-70-41 to 43



JAN 17 2001

SPECIAL ORDER
NO. 2001- 27

**SUBJECT: AUTHORIZING THE CONDUCT OF THE *SEMINAR-
WORKSHOP ON JOB ANALYSIS***

In the interest of service and in order to further equip the HR practitioners in performing their official functions, the conduct of the above-cited subject is hereby authorized. This workshop will be held on January 25-26, 2001 at the Visitor's Center, North Avenue, Diliman, Quezon City. The following will act as:

A. Participants

All HR Chiefs of the six bureaus and one HR staff each
All HR Chiefs of the three attached agencies and one HR staff each
HRMOs of the HRMS, eight of them

B. Resource Persons

Dr. Adeluisa G. Siapno - OIC, Human Resource Management Service
Rosalina O. Enriquez - HRMO IV, Management Development Div., HRMS
Merceditas C. Campo - HRMO III, Trainers Development Div., HRMS

C. Training Staff

Rosario C. Gulmatico - HRMO IV, Head Facilitator-Trainers Dev. Div, HRMS
Merceditas C. Campo - HRMO III, Assistant Facilitator-Trainers Dev., Div.,
HRMS
Yvonne B. Baldado - HRMO II, -do-

All participants, resource persons and training staff are required to attend this workshop on official time. Expenses for the food and supplies shall be charged against the HRMS funds, while travelling expenses of participants from the bureaus and attached agencies shall be charged against their respective offices. All expenses that will be incurred in connection herewith are subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the dates specified above.


ANTONIO H. CERILLES
Secretary