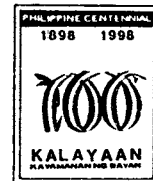




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
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929-66-20 • 929-66-33 to 35  
929-70-41 to 43



AUG 06 2001


SPECIAL ORDER  
NO. 2001 - 391

**SUBJECT: AUTHORIZING MS. ERNA D. SY AND MS. YVONNE B. BALDADO TO ATTEND THE SEMINAR ON "5 S OF GOOD HOUSEKEEPING"**

In the interest of the service and in order to further equip our employees with updated knowledge and skills on office housekeeping and hygiene, Ms. ERNA D. SY and Ms. YVONNE B. BALDADO, both Human Resource Management Officer II, Human Resource Management Service, are hereby authorized to attend the seminar on "5 S of Good Housekeeping" on August 14, 2001 from 1:00 p.m. to 7:00 p.m. at the Philippine Trade Training Center, PTTC Building, Sen Gil J. Puyat Avenue, corner Roxas Boulevard, Pasay City

Their attendance shall be on official time. They shall submit a report and prepare a training course design on the topic for in-house training programs of DENR.

This Order is in effect on the day of the seminar.

  
**PROF. ROGELIO V. PAGLOMUTAN**  
Assistant Secretary  
Finance and Management Services  
and Chair, Scholarship Committee