



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos.: (632) 929-66-26 to 29; 929-70-41 to 43
929-66-33 to 35; 929-40-28

OCT 23 2001

**SPECIAL ORDER
NO. 2001 - 643**

**SUBJECT : AUTHORIZING THE CONDUCT OF SEMINAR WORKSHOP
ON ENHANCING WRITTEN COMMUNICATION SKILLS FOR
LEVEL II EMPLOYEES**

In the interest of the service and in order to hone the knowledge and skills of the DENR personnel on Technical Report Writing the following DENR personnel are hereby authorized to attend the "Seminar Workshop on Enhancing Written Communication Skills" to be held at Villa Lorenza, Pililia, Rizal on November 13 to 16, 2001.

PARTICIPANTS

NAME	-	OFFICE
1. Cristina Abaya	-	Personnel Division
2. Joseph Esperanza	-	-do-
3. Teresita Montague	-	Budget Division
4. Evelyn G. Nillosan	-	-do-
5. Dina Nillosan	-	Accounting Division
6. Evangeline Limjoco	-	-do-
7. Juana P. Bulceso	-	Management Division
8. Marlyn Lanot	-	-do-
9. Dexter Tindoc	-	Office of the ASEC for FMS
10. Ma. Concepcion T. Tardaguila	-	-do-
11. Ernestina F. Jose	-	Special Concerns Office
12. Rachael de Guzman	-	-do-
13. Iluminada Tiam	-	Project Development & Evaluation Division
14. Alexis Lapiz	-	-do-
15. Troy Alexander Miano	-	Office of the Secretary
16. Mariezel D. Elope	-	HEA, OSEC

17. Anne Catherine C. Pama	-	HEA, OSEC
18. Maricar U. Macabuhay	-	MBEMP-PMO
19. Nelia Quezada	-	PAFND-FASPO
20. Eliazar Cantuba	-	MISD
21. Memorie Jinggy F. Toledo	-	Administrative Services
22. Guillermo Estipona, Jr.	-	General Services Division, Admin. Services
23. Roy Stephen A. Tolentino	-	Policy Studies Service
24. Gregorio Alexius Caayao	-	MDD, HRMS
25. Orland Javier	-	CMD, HRMS
26. Altea Lota	-	Protected Areas and Wildlife Bureau
27. Francisca Corleto	-	-do-
28. Chito Alcantara	-	Environmental Management Bureau
29. Graciolo Torre	-	-do-
30. Melissa Buendia	-	Lands Management Bureau
31. Carmelita Dayag	-	-do-
32. Alma Bello	-	Forest Management Bureau
33. Emma Castillo	-	-do-
34. Jocelyn B. De Layola	-	Legal Service
35. Corazon Camat	-	Records Management Division

RESOURCE PERSONS

1. Dir. Adeluisa G. Siapno, Ph. D., CESO III
2. Dr. Lourdes R. Tayao
3. Mr. Roy Aaron Espiritu

TRAINING STAFF

1. Herminia O. Ecleo
2. Yvonne B. Baldado
3. Gilbert L. Aquino

All expenses relative to this undertaking such as supplies and materials, honorarium of resource persons, and food shall be chargeable against HRMS funds, however, travelling expenses of the participants and resource persons shall be chargeable against their respective offices subject to the usual accounting and auditing rules and regulations.

The Trainers Development Division shall submit a report to the Assistant Secretary for Finance and Management Services through the Director, HRMS within fifteen (15) days upon completion of the training.

This Order shall take effect for the duration of the training.



PROF. ROGELIO V. PAGLOMUTAN

Assistant Secretary for Finance and Management Services