



Republic of the Philippines
Department of Environment and Natural Resources

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NOV 14 2001

SPECIAL ORDER
NO. 2001- 700

SUBJECT : **AUTHORIZING MESDAMES CRESENCIA I. OLIVAR
AND CORAZON M. CAMAT TO ATTEND THE
SEMINAR-WORKSHOPS OF THE PHILIPPINE
RECORDS MANAGEMENT ASSOCIATION, INC.
(PRMA)**


In the interest of the service and to further enhance the capabilities of DENR employees on records management, the following personnel of the Records Management and Documents Division, DENR Central Office are hereby authorized to attend the seminar-workshops of the Philippine Records Management Association, Inc. (PRMA) as specified below:

1. Cresencia I. Olivar - Computerization in Records Management
Records Officer IV Palm Plaza Hotel, P. Gil cor. Adriatico,
Malate, Manila
October 29 - 30, 2001
2. Corazon M. Camat - The Records Management Profession
Records Officer III and Ethics
Executive Plaza Hotel, A. Mabini St.,
Malate, Manila
November 28 - 29, 2001

Their attendance shall be on official time. They shall also be entitled to registration fees of P2,000.00 each chargeable against the Records Management and Documents Division subject to availability of funds and the usual accounting and auditing rules and regulations.

They shall submit a report to this office through the Human Resource Management Service within fifteen (15) days after the seminar-workshops and conduct an echo seminar.

This order takes effect for the duration of the above programs only.


PROF. ROGELIO V. PAGLOMUTAN
Assistant Secretary
Finance and Management Services