



Republic of the Philippines
Department of Environment and Natural Resources

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DEC 07 2001

SPECIAL ORDER
No. 2001 - 792

**SUBJECT : CREATING WORKING COMMITTEES FOR THE DENR
CHRISTMAS 2001 PROGRAM**

In the spirit of Christmas and to conceptualize and prepare a program for the DENR Central Office Christmas celebration on December 21, 2001, the following offices are hereby designated as coordinators for the committees specified below:

- Over-all Chairperson : HEA Ann Christine T. Rojo
Vice Chairperson : Special Concerns Office
- I. **Committee on Programme** - Special Concerns Office/
(*entertainment, invitations, emcee*) Management Division
- II. **Committee on Physical Arrangements** - Administrative Service/
(*stage set up, lights and sounds, General Services Division*
decorations, chairs, tent)
- III. **Committee on Finance/Ways & Means** - Financial Management Service
(*food preparation*)
- IV. **Committee on Prizes** - HEA/ Administrative Service/ FMS
(*solicitation of prizes, raffle mechanics, awarding*)
- Members - All Bureau Directors
Heads of Attached Agencies
Public Affairs Office

These Committees shall facilitate the preparation of their respective assignments. Detailed proposals shall be submitted to the Office of the HEA not later than 10 December 2001.

All expenses related thereto shall be charged against DENR funds subject to existing accounting & auditing rules and regulations.

This Order shall take effect immediately and shall remain in force for the duration of the activity.


HEHERSON T. ALVAREZ
Secretary

Let's Go Green!