



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100  
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

**SPECIAL ORDER**  
No. 2001 - 825

NOV 29 2001

**SUBJECT : DESIGNATING OIC CHIEF AMELIA M. MAGNO OF THE PERSONNEL DIVISION AS OFFICER-IN-CHARGE, ADMINISTRATIVE SERVICE FROM DECEMBER 03-07, 2001**

In view of the official travel of Dir. Ramon M. Ezpeleta to attend the 5<sup>th</sup> DENR National GAD Congress at the Hotel Supreme in Baguio City and the Workshop on EMS (Green Procurement) in Angeles City, and to ensure the continuity of services at the Administrative Service, **OIC Chief Amelia M. Magno** of the Personnel Division is hereby designated as *OIC, Administrative Service* in concurrent capacity.

As designated, she shall act on routine documents, except personnel movement, and shall sign as follows:

**AMELIA M. MAGNO**  
*OIC Chief, Personnel Division*  
*OIC, Administrative Service*  
In Concurrent Capacity

This Order shall take effect on the dates above specified.

  
**HEHERSON T. ALVAREZ**  
Secretary