



Republic of the Philippines  
**Department of Environment and Natural Resources**

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DEC 05 2002

**SPECIAL ORDER**

No. 2002 - 1066

**SUBJECT : AUTHORIZING THE ATTENDANCE OF MS. MA. ANNABELLE DE LOS REYES TO THE TRAINING-WORKSHOP ON "DEVELOPING AN EMPLOYEE HANDBOOK" AT THE SKYRISE HOTEL, BAGUIO CITY ON DECEMBER 4-7, 2002**

In the interest of the service and in order to facilitate the smooth implementation of the Land Administration and Management Project, the participation of Ma. Annabelle de los Reyes, LAMP Administrative Officer III, at a training-workshop entitled "Developing an Employee Handbook" is hereby authorized scheduled on December 4-7, 2002 at the Skyrise Hotel, Baguio City.

Expenses for food and accommodation of the participant including supplies and materials will be shouldered by LAMP funds subject to the usual government accounting and auditing rules and regulations. Transportation and other incidental expenses of the participant will be shouldered by AusAID funds through Land Equity International (LEI).

A report shall be submitted to the undersigned through the Human Resource Management Service within fifteen (15) days after the workshop.

This Order takes effect on the dates indicated above.

  
**ANN CHRISTINE T. ROJO**  
Head Executive Assistant