SPECIAL ORDER
NO. 2002 - 125
Series of 2002

FEB 11 2002

SUBJECT: **Conduct of Pre-Reprogramming Briefing
for FY 2002**

In the interest of the service and in order to prepare the DENR FY 2002 Work and Financial Plan, a pre-reprogramming briefing will be conducted on February 14-15, 2002 at the Visitor's Center at PAWB. The briefing is intended to have a leveling off and clear understanding of the reprogramming guidelines issued by the Central Office.   Actual reprogramming will be done at the respective Bureau/regional offices to minimize expenses.   The participants to the said briefing will be as follows:

Regional Offices (only 3 representatives per region)

> Regional Executive Director (RED)
> Regional Chief Planning Officer
> Regional Chief Budget Officer or Chief of Finance Division

Bureaus/Attached Agencies (only 3 representatives per Bureau/Attached Agency)

> Bureau Director/Administrator of NAMRIA
> Chief Planning Officer
> Chief Budget Officer or Chief of Finance Division

Central Office

> Director, Human Resources Development
> Director , Policy and Planning Office
> Director , Planning Service
> Director , Finance Management Service
> Director, Local Investment Program, FASPO
> Chief, Project Accounts Division, FASPO
> Chief, Budget Division
> PPSO-PPD Staff
> Budget Division Staff

Let's Go Green

Resource Persons

        All Undersecretaries
        Asst. Secretary for Management

A fee of P 2,000.00 per participant for the two-day meeting will be charged to defray food and materials, chargeable against the funds of their respective offices subject to the availability of funds in accordance with the usual budgeting, accounting and auditing rules and regulations.

Checks shall be made payable to DENR Central Office to be acknowledged by an official receipt.

For strict compliance.

HEHERSON T. ALVAREZ
Secretary