



Republic of the Philippines
Department of Environment and Natural Resources

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FEB 13 2002

SPECIAL ORDER

No. 2002 - 130

**SUBJECT : AUTHORIZING SOME PERSONNEL OF THE RECORDS
MANAGEMENT AND DOCUMENTS DIVISION TO ATTEND
THE SEMINAR-WORKSHOP ON RECORDS CENTER
ADMINISTRATION SCHEDULED ON MARCH 5 - 7, 2002
AT THE SKYLINE HOTEL, BAGUIO CITY**

In the interest of service and in order to promote more efficiency in records and archives management of the DENR vital documents, the following personnel of Records and Mangement and Documentation Division are hereby authorized to attend on official time the above-cited subject, to wit:

1. Raul E. Adul
2. Alejandro H. Dela Cruz

Expenses to be incurred in relation to their attendance to the said seminar-workshop including the registration fee in the amount of **TWO THOUSAND SEVEN HUNDRED PESOS (P 2,700.00)** for each participant shall be chargeable against the funds of the Records Management and Documentation Division, Administrative Service subject to the usual accounting and auditing rules and regulations.

The participants shall submit a report of attendance within fifteen (15) days after completion of this activity. The report must be submitted to the undersigned through the Director, Human Resource Management Service (HRMS).

This Order takes effect on the duration and purpose herein specified.



PROF. ROGELIO V. PAGLOMUTAN

Assistant Secretary for Finance and Management Services