



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
Series Of 2002 - NO. 2002 - 26

JAN 14 2002

**SUBJECT : AUTHORIZING THE HOLDING OF YEAR-END
ANNUAL ACCOUNTING SEMINAR WORKSHOP.**

In the interest of the service and in view of the **closing of the books** as well as the implementation of **COA Circular No. 2001-004 dated October 30, 2001(NGAS)**, the accounting personnel of PENROS, Regions and Bureaus including EMB regions are hereby authorized to attend the Annual-Accounting Seminar Workshop as follows:

- A. Participants - Accountants, Bookkeepers and Personnel directly involved with various funds/projects.
- B. Schedules - Batch 1 (February 4 – 8, 2002)
Baguio City (Luzon Group)
- Batch 2 (February 11 –15, 2002)
Davao City (Visayas/Mindanao Group)
- C. Resource Speakers - Representatives from **COA (3)**
DENR & EMB Auditor's Office (4)

The DENR – Central Office shall take the lead role in the seminar-workshop and ensure the expected outputs are submitted at the end of each schedule in time for the submission of Consolidated Financial Statements to COA not later than February 25, 2002

Each region/bureau participant is required to pay their share in the seminar-workshop expenses to cover accommodation, food, supplies and honoraria for the resource speakers in the amount of **P 7,000.00**. Checks to cover the share shall be issued payable to the DENR-host regions (CAR and Region 11). Traveling and other incidental expenses shall be charged against their respective offices subject to usual accounting, budgeting and auditing procedures.

This Order shall take effect until the duration of the workshop.


HEHERSON T. ALVAREZ
Secretary