



Republic of the Philippines  
Department of Environment and Natural Resources

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JAN 16 2002

**DENR SPECIAL ORDER**  
NO. 2002 - 30

**SUBJECT : AUTHORIZING THE PHILIPPINE OZONE DESK TO CONDUCT A PERFORMANCE ASSESSMENT CUM TEAM BUILDING WORKSHOP IN BAGUIO CITY ON JANUARY 25-27, 2002.**

In the interest of the service and in view of the need to assess the accomplishment and future activities of the Philippine Ozone Desk, the following POD personnel are hereby authorized to participate in the three (3) days Performance Assessment Cum Team Building Workshop to be held in Baguio City on January 25-27, 2002:

1. Director Julian D. Amador or representative(s)
2. Prudencio E. Calado III – Project Manager, POD
3. Ms. Charilou E. Liad – Project Accountant
4. Joel U. Baun – Administrative Officer
5. Maria Divina M. Mutuc – PEMO III
6. Roche Rey C. De Guzman – PEMO III
7. Jose Antonio Quinones – Information Officer III
8. Melody P. Santos – Finance Officer I
9. Rommel F. Llamson – Data Entry Machine Operator
10. Robert B. Aboy – Administrative Assistant
11. Wilfredo A. Fieldad - Driver
12. COA Representative

Activities to be undertaken are:

1. Assessment of accomplishment of the desk during 2001;
2. Planning of activities for CY 2002;
3. Discussion on the operationalization of the approved Memorandum Circular on the adoption of the Administrative and Financial Procedure of the Desk; and
4. Team building exercise.

Expenses to be incurred in the conduct of the above activities shall be charged against POD-ISP funds subject to existing accounting and auditing rules and regulations.

This Order shall take effect on the dates herein specified.



**RAMON J.D. PAJE**

Undersecretary for Environment and  
Natural Resources Operations and  
POD Coordinator

*Let's Go Green!*