



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
Tel Nos. (632) 929-66-26 to 29 • (632) 929-65-52
929-66-20 • 929-66-63 to 35
929-70-41 to 43

SPECIAL ORDER
NO. 2002 - 497

JUN 18 2002

**SUBJECT : AUTHORIZING THE CONDUCT OF SEMINAR WORKSHOP
ON ENHANCING WRITTEN COMMUNICATION SKILLS FOR
LEVEL II EMPLOYEES**

In the interest of the service and in order to hone the knowledge and skills of the DENR personnel in writing technical documents, the following DENR personnel are hereby authorized to attend *the "Seminar Workshop on Enhancing Written Communication Skills"* to be held at the Laboratory Conference Room, National Meat Inspection Commission (NMIC) on June 19-21, 2002.

A. PARTICIPANTS

NAME	OFFICE
1. Ma. Cristina Abaya	- Personnel Division
2. Ma. Ruena R. Nate	- -do-
3. Letecia Llanerea	- Accounting Division
4. Leodina Laddaran	- -do-
5. Ma. Elvira P. Javier	- Management Division
6. Vicky R. Lee	- -do-
7. Marcela H. Estorosas	- Special Concerns Office
8. Franelie T. dela Cruz	- -do-
9. Helen de Leon	- Foreign Assisted and Special Project Office
10. Noli del Rosario	- -do-
11. Dorina S. Rojas	- Career Management Division, HRMS
12. John Victor C. Tena	- -do-
13. Isidora S. Pontillas	- Budget Division
14. Miriam M. Marcelo	- Administrative Services
15. Margarita Anna Marquez	- Head Executive Assistant, OSEC
16. Zenaida V. Gutierrez	- General Services Division
17. Araman S. Belleng	- SAID
18. Nestor C. Madolora	- PDED
19. Doris Ann Albaladejo	- Planning Service
20. Joselito D. Magat	- CMMO
21. Fredelito Cirilo	- FMB
22. Vivien V. Galeon	- -do-

Let's Go Green!

23. Victorino C. Mendoza	-	PAWB
24. Clarita M. Crisostomo	-	-do-
25. Janet A. Calucag	-	NAMRIA
26. Genes O. Ariño	-	-do-
27. Ma. Cristina A. Francisco	-	EMB
28. Niño Cesario A. Valencia, Jr.	-	-do-
29. Elizer A. Balleras	-	LAMP
30. Adelia Aguilar	-	PAO
31. Rosalie Estrada	-	-do-
32. Evelyn Cariño	-	MISD
33. Helen Tobias	-	-do-
34. Merly R. Germino	-	LMB
35. Shirley N. Fungo	-	-do-

B. RESOURCE PERSONS

1. Dir. Adeluisa G. Siapno, Ph. D., CESO III
2. Ms. Rosalina O. Enriquez
3. Mr. Roy Aaron Espiritu

C. TRAINING STAFF

1. Yvonne B. Baldado
2. Gilbert L. Aquino

All expenses relative to this undertaking such as supplies and materials, honorarium of resource persons, and food shall be chargeable against HRMS funds, however, travelling expenses of the participants and resource persons shall be chargeable against their respective offices subject to the usual accounting and auditing rules and regulations.

The Trainers Development Division shall submit a report to the Assistant Secretary for Finance and Management Services through the Director, HRMS within fifteen (15) days upon completion of the training.

This Order shall take effect for the duration of the training.



PROF. ROGELIO V. PAGLOMUTAN

Assistant Secretary for Finance and Management Services