



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

#2 75053

SEP 0 5 2002

DENR SPECIAL ORDER

No. 2002 - 707

**SUBJECT : ATTENDANCE OF SOME ENRA PERSONNEL
TO COMPUTER COURSE**

In the interest of the service and in order to provide relevant information training and education attuned with the present global trends, the following Environment and Natural Resources Academy personnel are hereby authorized to attend the computer course to be held in AMA, San Jose City, Nueva Ecija starting September 16-20, 2002 for the First Batch and September 23-27, 2002 for the Second Batch:

First Batch: Module 1 : MOUS Word (Core Level) – Basic Course

1. Rocelyn A. Ramos
2. Anastacia P. Santiago
3. Eleonor O. Velasquez

Second Batch: Module 2 : MOUS Excel (Core Level) – Advance Course

1. Juanita G. Pascual
2. Conrado L. Zamora, Jr.
3. Candida G. Bautista
4. Ric G. Enriquez

The course fee of P4,080.00 per participant, payable to AMA San Jose City, shall be chargeable against the ENRA funds subject to the usual accounting and auditing rules and regulations.

Their attendance in said computer courses shall be on official time and they are required to finish the 20 hours requirement of said module

This order shall take effect on the specified class duration.


ERLINDA P. MERAM

OIC, Office of the Assistant Secretary for
Finance and Management Services