



Republic of the Philippines
Department of Environment and Natural Resources

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SPECIAL ORDER
No. 2002 - 84
Series of 2002

JAN 29 2002

SUBJECT: *Authorizing the Southern Mindanao Integrated Coastal Zone Management Project (SMICZMP) to conduct 3-day Workshop on Billing Guidelines, Procedures and Processes on January 30 to February 1, 2002*

In the interest of the service and in view of the need to improve the billing procedures and processes for transfer procedure under Loan Agreement No. PH-194: Southern Mindanao Integrated Coastal Zone Management Project (SMICZMP) in compliance with the commitment during the *Project Implementation Review (PIR)* to improve loan disbursement, the Project is hereby authorized to conduct a 3-day workshop on the billing guidelines, procedures and processes on January 30 to February 1, 2002 at the Parks and Wildlife Bureau (PAWB).

The 3-day *Workshop on Billing Guidelines, Procedures and Processes* shall have the following objectives:

1. Discuss and come up with criteria for evaluating Project Consultants Teams' (PCT) vis-à-vis billing procedures;
2. Develop an improved billing procedure to facilitate compliance and checking of billing requests coming from the PCT;
3. Set up criteria for integrating the monitoring and evaluation of the PCT aspect with the billing requirements.

The workshop will be participated in by the following:

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|-----|------------------------------|---|-------------------------|
| 1. | Mr. Wilfredo J. Obien | - | Chief, PAMD-FASPO |
| 2. | Mr. Robert S. Jara | - | Chief, BIPD-FASPO |
| 3. | Dr. Venus C. Bermudo | - | PD, SMICZMP |
| 4. | Dr. Romeo M. Basada | - | DPD, SMICZMP |
| 5. | Ms. Susan Castilla | - | Staff, PAMD |
| 6. | Ms. Leah Santiago | - | Staff, PAMD |
| 7. | Ms. Flory Mahinay | - | Planning Chief, SMICZMP |
| 8. | Mr. Romeo Arevalo | - | Admin. Staff, SMICZMP |
| 9. | Ms. Cristina Samson | - | Sr. Admin. Officer, PCT |
| 10. | Ms. Beng Gonzales | - | Admin. Staff, NJS |
| 11. | Ms. Zoraydah Lyn L. Gonzales | - | PMS, MHSU-SMICZMP |
| 12. | Mr. Robert C. Kagaoan | - | PMS, MHSU-SMICZMP |
| 13. | Ms. Ellen de Leon | - | Staff, MHSU-SMICZMP |

The workshop cost, traveling and other incidental expenses shall be borne by the Project subject to the usual accounting and auditing rules and regulations.

This Order shall take effect only on the duration and purpose specified herein.


RAMON J.P. PAJE
OIC-Secretary