



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
NO. 2002- 952

NOV 07 2002

SUBJECT : DESIGNATION OF RECORDS OFFICER IV CRESENCIA I.
OLIVAR AS OIC-CHIEF, RECORDS MANAGEMENT AND
DOCUMENTATION DIVISION, ADMINISTRATIVE
SERVICE

In the interest of the service and in view of the forthcoming retirement of MR. RENE A. BELEN, Chief of the said Division on November 09, 2002, RECORDS OFFICER IV CRESENCIA I. OLIVAR is hereby designated as OIC-Chief of the Records Management and Documentation Division.

As such, she shall perform all functions attached to this designation and shall sign as follows:

CRESENCIA I. OLIVAR
Officer-in-Charge
Records Management and Documentation Div.

She shall furnish the Personnel Division a copy of her reporting for duty for record purposes. Likewise, she shall be entitled to claim Representation and Transportation Allowance (RATA), subject to the usual accounting and auditing rules and regulations.

This Order takes effect immediately and shall remain in effect unless revoked in writing.



HEHERSON T. ALVAREZ
Secretary