



Republic of the Philippines
Department of Environment and Natural Resources

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SPECIAL ORDER
No. 2002- 995

NOV 19 2002

**SUBJECT : CREATING WORKING COMMITTEES FOR THE DENR
CHRISTMAS 2002 PROGRAM**

In the spirit of Christmas and to conceptualize and prepare a program for the DENR Central Office Christmas celebration, the following offices are hereby designated as coordinators for the committees specified below:

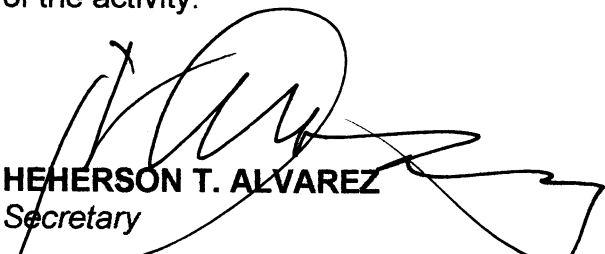
Over-all Chairperson : HEA Ann Christine T. Rojo
Vice-chairperson : Dir. Consuelo Navarro

- I. **Committee on Programme** - Special Concerns Office
(entertainment, invitations, emcee)
- II. **Committee on Physical Arrangements** - Special Concerns Office
(stage set-up, lights and sounds
decorations, chairs, tent) Administrative Service/
General Services Division
- III. **Committee on Finance/Ways & Means** - Financial Management Service
(food preparation)
- IV. **Committee on Prizes** - HEA/Administrative Service/FMS/
(solicitation of prizes, raffle mechanics, FASPO
awarding)

These Committees shall facilitate the preparation/implementation of their respective assignments. Proposals shall be submitted to the Over-all Chair not later than December 06, 2002.

All expenses related thereto shall be charged against DENR funds, subject to existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force for the duration of the activity.


HEHERSON T. ALVAREZ
Secretary

Let's Go Green!