



Republic of the Philippines
Department of Environment and Natural Resources

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MAR 12 2003

SPECIAL ORDER
NO. 2003 - 188

**SUBJECT : AUTHORIZING THE CONDUCT OF TRAINING ON
COMPLETED STAFF WORK (CSW) FOR
ADMINISTRATIVE AND FINANCE PERSONNEL**

In the interest of the service and in order to equip DENR personnel with knowledge and skills in undertaking Completed Staff Work, the following DENR Administrative and Finance personnel are hereby authorized to attend *the "Training on Completed Staff Work (CSW) for Administrative and Finance Personnel"* to be held at Visitor's Center, NAPWNC, North Avenue, Quezon City on March 28, 2003.

PARTICIPANTS

NAME		OFFICE
1. Elvira S. Caparas	-	Accounting Division
2. Jane G. Bautista	-	-do-
3. Evangeline F. Limyoco	-	-do-
4. Diña M. Nillosan	-	-do-
5. Marivic B. Hidalgo	-	-do-
6. Angelito V. Fontanilla	-	Budget Division
7. Virginia Balobalo	-	-do-
8. Redemption Adul	-	-do-
9. Isidora Pontillas	-	-do-
10. Julita Cortez	-	-do-
11. Juana P. Bulseco	-	Management Division
12. Fely S. Nabua	-	-do-
13. Tessie R. Argete	-	-do-
14. Estela B. Valdez	-	-do-
15. Francia W. Tracena	-	-do-
16. Divina S. Crescensio	-	Office of the Director, FMS
17. Edward P. Palad	-	-do-
18. Isagani Mancilla	-	Records Division
19. Carmela Santiago	-	-do-
20. Evelyn Gurango	-	-do-
21. Rosalina B. Carando	-	-do-
22. Ligaya Dionisio	-	-do-
23. Marcelo O. Sicat	-	General Services Division

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|---------------------------|---|---------------------------|
| 24. Genaro A. de Jesus | - | General Services Division |
| 25. Cristina C. de Guzman | - | Telecom Unit |
| 26. Marlyn R. Mendoza | - | Radio Unit |
| 27. Ma. Cristina F. Abaya | - | Personnel Division |
| 28. Joy N. Briones | - | Administrative Service |
| 29. Oscar O. Calim | - | DENR Clinic |
| 30. Lolita C. Puertollano | - | -do- |

RESOURCE PERSONS

1. Dir. Marcial C. Amaro, Jr.
2. Dir. Adeluisa G. Siapno, Ph.D., CESO III

TRAINING STAFF

2 HRMS Staff

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

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

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


ELISEA (BEBET) G. GOZUN
Secretary