



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

MAR 17 2003

**SPECIAL ORDER**

No. 2003- 196

**SUBJECT : AUTHORIZING THE CONDUCT OF ENVIRONMENT AND NATURAL RESOURCES (ENR) LECTURE SERIES FOR DENR OFFICIALS AND EMPLOYEES**

In the interest of the service and to provide DENR officials and employees the opportunity to enhance their knowledge and awareness on various ENR programs, policies and concerns, the conduct of bi-monthly ENR Lecture Series this CY 2003 is hereby authorized.

The Human Resource Management Service (HRMS) shall be responsible for the implementation of this activity in the Department Proper, Bureaus, and Attached Agencies, while in the Regional Offices, the Human Resource Management Division (HRMD) shall be the office responsible. As such, HRMS/HRMD shall handle the series schedule, identification of appropriate venue, invitation of competent lecturers and selection of participants.

The Lecture Series shall present topics that highlight the various undertakings in the pursuit of DENR mandate, and recent development trends that complement the Department activities.

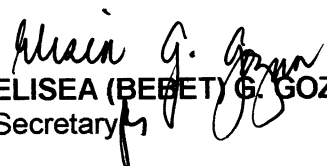
Attendance of participants in this activity shall be covered by an authorization slip signed by the Head of Office, copy of which shall be sent/faxed to HRMS/HRMD at least three (3) working days prior to the holding of the lecture.

While the lectures are open to all, HRMS/HRMD will still screen/evaluate interested participants based on the usefulness of the participants' attendance vis-à-vis their work.

HRMS/HRMD shall disseminate the monthly lecture topics, name of speaker, venue, date and time on the 3<sup>rd</sup> week of the preceding month. An advice or indicative list of topics shall be posted in conspicuous places in the department/regional offices.

Expenses to be incurred in relation to the ENR Lecture Series shall be limited to production of lecture handouts and other incidentals, charged to the allotment of HRMS/HRMD, subject to the existing accounting and auditing rules and regulations.

This Order takes effect immediately.

  
ELISEA (BEBET) G. GOZUN  
Secretary