



Republic of the Philippines
Department of Environment and Natural Resources
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JAN 16 2003

SPECIAL ORDER

No. 2003 - 25

**SUBJECT : AUTHORIZING THE HOLDING OF YEAR-END
ANNUAL ACCOUNTING SEMINAR WORKSHOP**

In the interest of the service and in view of the **closing of the books** as well as the implementation of **COA Circular No. 2002-002 dated June 18, 2002 (NGAS- Manual Version)**, the accounting personnel of Central Office, PENROS, Regions and Bureaus including Project Representatives are hereby authorized to attend the Annual-Accounting Seminar Workshop to be held on **February 10 – 15, 2003** as follows:

- A. Participants - Accountants, Bookkeepers, and Personnel directly involved with various funds/projects.
- B. Schedules - Luzon Group
Bureaus/NCR, CAR & Regions 1 – 5)
Pampanga
- Visayas / Mindanao Group
Regions 6 - 13
Bohol Tropics Resort, Tagbilaran City
- C. Resource Speakers - Representatives from **COA (4)**
DENR Auditor's Office **(4)**

The DENR – Central Office shall take the lead role in the seminar-workshop and ensure that expected outputs are submitted at the end of each schedule in time for the submission of Consolidated Financial Statements to COA not later than February 25, 2003.

Each participant is required to pay the amount of **P 7,000.00** seminar-workshop expenses to cover accommodation, food, supplies and honoraria for the resource speakers. Checks to cover the share shall be issued payable to the host regions, **DENR-Region III & DENR- PENRO - Bohol** Traveling and other incidental expenses shall be charged against their respective offices subject to usual accounting, budgeting and auditing procedures.

This Order shall take effect until the duration of the workshop.

Elisea G. Gozun
ELISEA (BEBET) G. GOZUN 1/15
Secretary *1/15*