



Republic of the Philippines  
Department of Environment and Natural Resources  
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**SPECIAL ORDER**  
No. 2003 - 353

MAY 15 2003

**SUBJECT: CREATION OF WORKING COMMITTEES FOR THE  
DENR ANNIVERSARY CELEBRATION ON 10 JUNE 2003**

In order to plan out, strategize and organize program of activities for the DENR Anniversary celebration on 10 June, the following offices are hereby designated as coordinators for the committees specified below:

- |  |   |  |
|--|---|--|
| Over-all Chairperson   | - | The Director, Special Concerns Office  |
| Vice-Chairperson   | - | The Head Executive Assistant   |
| I. Committee on Programme (entertainment, invitations, emcee)  | - | Special Concerns Office  |
| II. Committee on Physical Arrangements (stage set-up, Lights and sounds, decorations Chairs, tables and tents) | - | Special Concerns Office<br>Administrative Service<br>General Services Division |
| III. Committee on Finance/Ways & Means (food preparation)  | - | Financial Management Service   |
| IV. Committee on Prizes (solicitation of prizes, raffle mechanics, awarding)                                   | - | HEA/Administrative Service/<br>FMS/FASPO                                       |

These committees shall facilitate the preparation/implementation of their respective assignments. Proposals shall be submitted to the Over-All Chair, not later than May 26, 2003.

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.

  
**ROLANDO L. METIN**  
Undersecretary