



Republic of the Philippines
Department of Environment and Natural Resources
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JUN 20 2003

SPECIAL ORDER
NO. 2003- 489

**SUBJECT: ATTENDANCE IN A THREE (3) DAY SEMINAR-
CONVENTION ON RECORDS AND INFORMATION
MANAGEMENT: BACK TO BASICS ON 23-25 JUNE 2003,
BENETIZ HALL, TEACHER'S CAMP, BAGUIO CITY**

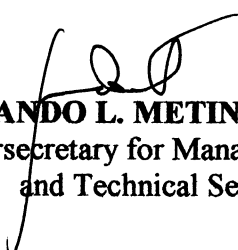
In the interest of the service and to improve management services for honest and good governance upholding the ethics of professionalism in records and information management, the following Records Officers/Records Custodian of the Legal Service are hereby authorized to attend the three-day Seminar-Convention on Records Information and Management: Back to Basics on June 23-25, 2003 to be held in Benitez Hall, Teacher's Camp, Baguio City.

1. Mr. Rodolfo Ruiz
2. Gregoria Maligsa
3. Ofelia Villamor
4. Marieta Mirador
5. Hermigilda Gumatay

Their attendance shall be on official time. The training fee of P3,200 per participants shall be chargeable against DENR Legal Service funds subject to the usual accounting and auditing rules and regulations.

A report on the seminar-convention shall be submitted to the Secretary through the Director, HRMS, within fifteen (15) days after the attendance to said activity.

This Order takes effect on the date herein specified.


ROLANDO L. METIN
Undersecretary for Management
and Technical Services