



DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City, Philippines

NOV 29 2003

SPECIAL ORDER

No. 2003 935

**SUBJECT : CREATING WORKING COMMITTEES FOR
THE DENR CHRISTMAS PROGRAM**

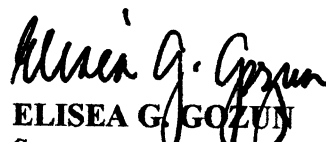
In view of the forthcoming Yuletide Season and in order to give the DENR employees a chance to celebrate a more jolly and meaningful Christmas as a Family, a program for the DENR Central Office shall be prepared. As such, various committees are hereby created to be comprised of the following :

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| Over-all Chairperson | : | Usec Rolando Metin
Management and Technical Services |
| Vice-Chairperson | : | Dir. Grace Favila
Special Concerns Office |
| Committee on Program
(entertainment, invitations, facilitation) | : | Special Concerns Office |
| Committee on Physical Arrangement
(stage set-up, lights and sounds, backdrop,
chairs arrangement, tents) | : | Special Concerns Office
Administrative Service/
General Services Division |
| Committee on Finance/Ways and Means
(Food preparation, solicitation of gifts and
Prizes) | : | Financial Management Service
Head Executive Assistant's Office |
| Committee on Awards/Prizes
(raffle mechanics, guidelines) | : | Head Executive Assistant's Office
Administrative Service
Financial Management Service,
Foreign Assisted and Special
Projects Office |

Said Offices handling said committees shall facilitate the preparation and implementation of their respective assignments. Proposals shall be submitted to the Over-all Chair not later than November 28, 2003.

All pertinent expenses that would be incurred relative thereto shall be charged against the DENR funds, subject to the existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force for the duration of the activity.


ELISEA G. GOZUN
Secretary