



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

JAN 28 2004

DENR SPECIAL ORDER
NO. 2004 02

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

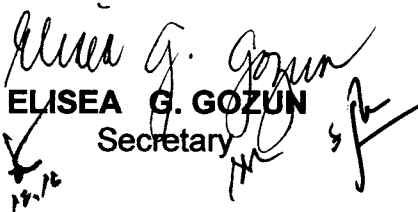
In the interest of the service and in view of the **closing of the books** to facilitate the submission of financial reports, as well as the implementation of **COA Circular No. 2003-001 dated June 17, 2003 (Revised Chart of Accounts and Updates of NGAs)**, the Accounting, Budget personnel of the DENR and EMB Central Office, PENROS, Regions and Bureaus including Auditors and Project Representatives are hereby authorized to attend the Annual Accounting and Budgeting Seminar Workshop to be held on **January 18 - 31, 2004** as follows:

- A. Participants - Auditors, Accountants, Bookkeepers, Budget Officers (Central and Regional Offices only) and Personnel directly involved with the control of various funds/projects.
- B. Schedules - Regions 6, 7, & 8 (Visayas)
Regions 9, 10, 11, 12 & CARAGA (Mindanao)
Bacolod City
January 18 – 24, 2004
- Office of the Secretary (OSEC)
ERDB, FMB, LMB, PAWB
NCR, CAR, Regions 1, 2, 3, 4A, 4B & 5
Monte Vista - Laguna
January 25 - 31, 2004
- C. Resource Speakers - **COA Representatives (2)**
DBM Representatives (2)
Department Auditors (2)

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/Reports to COA and DBM not later than February 14, 2004.

Each participant is required to pay the amount of **P 8,000.00** 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/PENROS. 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
Secretary