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MAY 28 2004

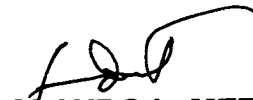
DENR SPECIAL ORDER
No. 2004 - 333

SUBJECT : AUTHORIZING RECORDS MANAGEMENT AND DOCUMENTATION DIVISION (RMDD) PERSONNEL TO ATTEND THE STAFF DEVELOPMENT WORKSHOP

In the interest of the service and to build rapport and strengthen camaraderie among the employees of the Records Management and Documentation Division that will ensure a more efficient and effective delivery of public service, RMDD personnel are hereby authorized to attend the Staff Development Workshop on May 28 – 29, 2004 in Calaca, Batangas.

The RMDD Section Chiefs and the Chief of the Division shall conduct the 2-day workshop and be responsible for its successful implementation.

All expenses incurred shall be charged against Records Management and Documentation Division funds, subject to usual accounting and auditing rules & regulations.


ROLANDO L. METIN
Undersecretary for Management
& Technical Services