



Republic of the Philippines
Department of Environment and Natural Resources

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JUN 17 2004

DENR SPECIAL ORDER
NO. 2004- 424

**SUBJECT : AUTHORIZING THE CONDUCT OF ANNUAL
ASSESSMENT AND ACTION PLANNING WORKSHOP
CUM TEAM BUILDING OF THE FIELD OPERATIONS
OFFICE**

In the interest of the service and consistent with the policy of providing the public with a quality and timely service through appropriate and relevant action on various field operations concerns, the conduct of a two(2) day Assessment and Action Planning Workshop cum Team Building of the Office of the Field Operations is hereby authorized. Said activity shall be held on June 18-19, 2004 at the Ocean View Resort, Olongapo City.

The Annual Assessment and Action Planning Workshop cum Team building shall focused on the review of major activities accomplished during the past five months; familiarization on priority activities of the Office, and formulation of an action plan to accomplish critical targets for the remaining period/quarter of the year. In addition, said workshop shall promote a better interpersonal relationship/camaraderie between and among Field Operations personnel.

The Undersecretary and Assistant Secretary for Field Operations and all its staff are hereby instructed to attend the Workshop. To facilitate the conduct of such workshop, the attendance of Ms. Ma. Matilda Gadi of the Public Affairs Office and Ms. Princess Maam Tejano of HRDS is hereby requested and shall act as facilitators.

All expenses relative to the conduct of this activity shall be chargeable against the Funds of the Office for Field Operations while expenses to be incurred by Region 3 officials who will be invited as Resource Persons, shall be charged against their respective Offices, subject to the usual accounting and auditing rules and regulations.

This Order takes effect only on the dates specified above.


ELISEA G. GOZUN
Secretary

Recommending Approval:


RENATO A. DE RUEDA
Undersecretary for Field Operations