



Republic of the Philippines
Department of Environment and Natural Resources
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JUL 07 2004

SPECIAL ORDER
NO. 2004- 473


**SUBJECT : PART TIME ASSIGNMENT OF MR. AL OROLFO
AT THE OFFICE OF THE UNDERSECRETARY
FOR MANAGEMENT AND TECHNICAL SERVICES**

In the interest of the service, Mr. Al Orolfo, Division Chief at the Human Resource Development Service, is hereby assigned on part-time basis at the Office of the Undersecretary for Management and Technical Services (USEC MTS) to undertake the following functions:

1. Assist the USEC in coordinating the implementation of the Environmental Management System and Total Quality Management Projects, in addition to performing his own assignments in these two projects;
2. As part of the USEC's Action Staff, act on papers and tasks that may be assigned to him.

Mr. Orolfo's assignment at the USEC MTS is from 8:00 AM to 12 NN. From 1:00 to 5:00 PM, he will report to HRD to perform his principal responsibilities and accomplish his work targets as Chief of the Management Development Division. As Division Chief at HRD, he will continue to be given assignments and be rated by the HRD Director.

This Order takes effect immediately.


ELISEA G. GOZUN
Secretary

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