



Republic of the Philippines
Department of Environment and Natural Resources
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November 13, 2004

SPECIAL ORDER
NO. 2004-817

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

In the 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:


Over-all Chairperson	:	Undersecretary Management and Technical Services
Vice-Chairperson	:	Director Special Concerns Office
Committee on Program (Entertainment, Invitation, facilitation)	:	Chairman: Special Concerns Office Member: Public Affairs Office
Committee on Physical Arrangement (Stage set-up, lights and sound, backdrop, chairs arrangement, tents)	:	Chairman: Special Concerns Office Members: Administrative Service General Services Division
Committee on Finance/Ways and Means (food preparation, solicitation of gifts and prizes)	:	Chairman: Financial Management Office Members: Heads Executive Assistant Natural Resources Dev't. Corp. Foreign Assisted and Special Project Office
Committee on Awards / prizes (raffle mechanics, guidelines)	:	Chairman: Head Executive Assistant Members: Administrative Service Financial Management Service Foreign Assisted and Special Projects Office

The Over –all Chairman upon receipt of this Special Order, shall convene the various Committees to discuss and plan preparations for said events/.activities.

Heads of offices assigned to Chair/Head a Committee shall coordinate closely with the over-all Chairman and facilitate the preparation and implementation of their respective assignments committee. Proposals shall be submitted to the Over-all Chair not later than November 28, 2004.

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.



MICHAEL T. DEFENSOR
Secretary