

**DENR Memorandum Circular
No. 01
January 06, 1995**

**SUBJECT : Submission of Plan of Activities and Corresponding
Estimated Budget**

In order to properly put into perspective seminars, workshop and conferences and their corresponding expenses, all concerned offices shall submit to the ASEC for Management Services their plans/schedules for the activity, including estimated budget, at the beginning of the year.

These will serve as bases for approval of Special Orders authorizing such activities.

ANGEL C. ALCALA
Secretary