



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MAY 23 2005

SPECIAL ORDER
NO. 2005 410

**SUBJECT : CREATING WORKING COMMITTEES FOR THE
18TH DENR ANNIVERSARY PROGRAM**

In the interest of the service and in view of the forthcoming 18th DENR Anniversary, the following Committees are hereby created to organize and take charge of the necessary preparations for said Celebration.

- Over-all Chairperson** : **USEC FOR MTS**
- Vice Chairperson** : **DIR. SPECIAL CONCERNS OFFICE**
- Committee On Program** : **SPECIAL CONCERNS OFFICE**
(Entertainment, Invitations, Facilitation)
- Committee on Physical Arrangement** : **SPECIAL CONCERNS OFFICE**
(Stage set-up, Lights and Sounds, **ADMINISTRATIVE SERVICE/**
backdrop, chairs arrangements, tents)
- Committee on Finance/Ways and Means** : **FINANCIAL MANAGEMENT**
(Food preparation, solicitation of gifts **SERVICE & HEAD EXECUTIVE**
and Prizes) **ASSISTANT'S OFFICE**
- COMMITTEE ON AWARDS/PRIZES** : **ADMINISTRATIVE SERVICE**
(Raffle mechanics, guidelines) **PERSONNEL DIVISION**
FINANCIAL MANAGEMENT
SERVICE, FASPO AND
SPECIAL PROJECTS OFFICE

Said Offices handling said committees shall facilitate the preparation and implementation of their respective assignments. Proposals shall be submitted to the Over-all Chair not later than May 30, 2005.

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

