SPECIAL ORDER NO. 132
Series of 2002

In the interest of the service the following employees are hereby directed to attend the seminar-conference on the "Records and Information Management in an IT Environment" conducted by the Philippine Records Management Association Inc. on May 6-8, 2002 at Teacher's Camp, Baguio City.

1. Ms. Alda Alfaro
2. Ms. Ramona Quijano

As such, abovenamed participants are entitled to transportation expenses and other allowable expenses subject to the availability of funds and the usual accounting and auditing rules and regulations.

Furthermore, said participants are instructed to submit a xerox copy of their certificate of attendance to the HRD Division and echo learnings to their co-workers after attending the said seminar.

ROSALINDA DIMAPILBALDOZ
Administrator

22 April 2002