

Office of the President
of the Philippines
Malacañang

MEMORANDUM ORDER NO. 291

**AUTHORIZING THE CONDUCT OF AN ORIENTATION SEMINAR ON UTILITY
AND MAINTENANCE: CLEAN, GREEN AND RECYCLING DRIVE IN
THE OFFICE OF THE PRESIDENT**

A clean, green and beautiful environment is one of the factors that would promote the well being of people, and contribute to their effective working disposition.

Proper waste disposal and management, as well as recycling of used office supplies and waste materials, result in healthy and clean, and progressive living.

For this reason, the Career and Personnel Development Division, Personnel Office is hereby authorized to conduct a Seminar on Utility and Maintenance, Clean, Green and Recycling Drive in the Office of the President on August 7-11, 1995, from 8:00 a.m. to 12:00 noon at the Briefing Room, 4th Floor of the Administration Building, and the attendance therein of two or three representatives from the first and second level positions in each Office/Major Unit.

Likewise, the Chief of the Career and Personnel Development Division, Personnel Office is designated as Special Disbursing Officer with a cash advance of **TWELVE THOUSAND AND ONE HUNDRED PESOS (P12,100.00)** to defray expenses for this Seminar, which shall be liquidated within the time frame and in accordance with existing and applicable accounting and auditing rules and regulations.

By authority of the President:

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LEONARDO A. QUISUMBING
Senior Deputy Executive Secretary

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Manila, July 10, 1995


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Received

JUL 18 1995 *for*

Date