



Republic of the Philippines
Department of Environment and Natural Resources
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JUL 29 2004

MEMORANDUM ORDER

No. 2004- 06

SUBJECT: ASSIGNING CONTROL NUMBER TO HRD CERTIFICATES

For a more effective delivery of services and to ensure the integrity of training certificates the Human Resource Development Service and its counterpart in the Regions, Bureaus and Attached Agencies, are hereby instructed to assign control number to certificates issued.

The control number shall include the office code, the year of issuance and the Certificate number. (example the certificate issued by the central office this year, the coding should read as: CO-2004-100). The numbering should be continuous regardless of what training program said certificate has been issued.

This Memorandum Order shall take effect immediately.

For compliance.


ROLANDO L. METIN