



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

FOR : **The Undersecretary**
Administration, Finance, Human Resource, Information Systems, Legal,
Legislative Affairs and Anti-corruption

THRU : **The Assistant Secretary**
Financial Management and Information Systems

FROM : **The OIC DIRECTOR**
Financial and Management Service

SUBJECT : **CONDUCT OF WORKSHOP ON RECENT BUDGETARY
CIRCULARS AND ISSUANCES FOR THE BUDGET DIVISION
PERSONNEL ON DECEMBER 26 – 28, 2017 IN CORDILLERA
ADMINISTRATION REGION (CAR)**

DATE : **16 November 2017**

In the interest of the service and as part of the organizational development of the department, the Conduct of Workshop on Recent Budgetary Circulars and Issuances is hereby authorized from December 26 to 28, 2017 in CAR, Baguio City.

The aforesaid activity aims to enhance the knowledge and skills of the Budget personnel on financial and management policies and procedures. This will ensure a uniform response of Budget personnel to all financial and management issues when dealing with external and internal DENR clients.

Should you consider this representation, attached is the draft of Special Order for your approval.


INOCENCIO A. CASTILLO



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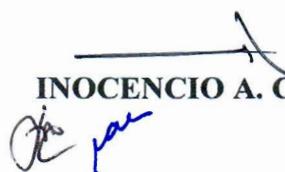
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SPECIAL ORDER

No. 2017- _____

**SUBJECT: AUTHORIZING THE CONDUCT OF WORKSHOP
ON RECENT BUDGETARY CIRCULARS AND
ISSUANCES FOR THE BUDGET DIVISION
PERSONNEL ON DECEMBER 26 - 28, 2017 IN
CORDILLERA ADMINISTRATIVE REGION.
(CAR)**

In the interest of the service and as part of the organizational development of the department, the Conduct of Workshop on Recent Budgetary Circulars and Issuances is hereby authorized to be held on December 26 - 28, 2017 in CAR, Baguio City.

The following Budget Division Staff with Inocencio A. Castillo, OIC Director of the Financial and Management Service are authorized to attend:

Maybell Mangubos	Gilbert Castro
Mary June Aliwalas	Julius Palaganas
Amilyn Dantes	Danilo Segovia
Paulina Ganton	Mark Antonio
Ana Maria M. Crisostomo	Nathaniel B. Franco
Mary Ann Bandolin	Enecita Gerada
Emily Castillo	Frederick Yango
Concepcion Cunanan	Benjamin Cayabyab
Alicia Torio	Royland Lagman
Priscilla Alconis	Jerwin Puzon
Sally dela Cruz	Allen Edward Vergara
Angielita Gaerlan	Maribelle Grace Garcia
Marlyn Baltazar	Marilyn Rebadomia
Raquel Macayan	Maria Ellenor Uy
Madonna V. Ramirez	Mary Giselle C. Valdez
Christina Zabala	Shiella E. Romero
Lilia Saroca	Elvira Samillano
Rhodora Calungcagin	Jermi Gipit
Andrea Prieto	Vilma Sailog
Hanne Jozelle G. Alipar	


The Office must assign personnel who will serve as skeletal force in order not to disrupt public service.

All expenses relative to the conduct of the workshop shall be charged against DENR Funds subject to the usual accounting and auditing rules and regulations.

The Assistant Secretary for Financial Management and Information Systems is authorized to amend and reschedule these activities in case of unavailability of the resource person/s, venue or conflict of schedule with other activities of the Department.

The Budget Division, FMS shall submit a report to the undersigned through the Human Resource Development Service seven (7) working days after completion of each activity.

This Order takes effect on the date herein specified.

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary 
Administration, Finance, Human Resource, Information
Systems, Legal, Legislative Affairs and Anti-Corruption