



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626;929-6628;929-6635;929-4028;929-4028  
929-3618;426-0465;426-0001;426-0347;426-0480  
VOIP Trunkline (632) 988-3367  
Website: <http://www.denr.gov.ph> / E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph)

MAR 08 2023

**ADMINISTRATIVE ORDER**  
No. 2023- 04

**SUBJECT : RENAMING OF THE DOCUMENT MANAGEMENT AND CONTROL STAFF (DMCS) TO DOCUMENT MANAGEMENT AND OPERATIONS SUPPORT (DMOS)**

In the interest of the service, the Document Management and Control Staff (DMCS) under the Office of the Secretary (OSEC) is hereby renamed to Document Management and Operations Support (DMOS).

The DMOS shall be responsible for the receiving, releasing, tracking, recording and management of documents within the OSEC. It shall also ensure completeness of the documents endorsed to the OSEC prior to approval/decision by the Secretary. Further, it shall refer documents to and/or require additional inputs from concerned Offices, whenever necessary. Additionally, the DMOS shall assist in the day-to-day operations of the Secretary.

The DMOS shall be headed by a Director designated by the Secretary and shall work directly under the supervision of the Chief of Staff. The Director shall be assisted by current personnel complement of the Department.

The Financial and Management Service shall allocate the necessary operating and administrative expenses of the DMOS, to include the Representation and Transportation Allowance (RATA) and other entitlements allowed for the Director, subject to existing financial and auditing rules and regulations.

This Order take effect immediately and supersedes all previous issuances inconsistent herewith.

MARIA ANTONIA YULO LOYZAGA  
Secretary



Publication: Manila Bulletin  
June 21, 2023

Acknowledgement: August 23, 2023 Go Green!!!  
ONAR, U.P. Law Center