



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](mailto:web@denrgov.ph)

**MEMORANDUM**

MAY 23 2022

**FOR/TO** : All Undersecretaries  
All Assistant Secretaries  
All Service Directors  
All Heads of Offices (ELEPS, RBCO, MBCO, LLO)  
All Heads of DENR Task Forces

**FROM** : The Assistant Secretary  
Human Resources, Strategic Communication and Sectoral Initiatives

**SUBJECT** : **DOCUMENTS RELATIVE TO THE 2022 DENR ENVIRONMENT MONTH CELEBRATION**

This is in connection with the upcoming 2022 DENR Environment Month Celebration this June 2022:


ACTIVITY	INCLUSIVE DATES	VENUE	PARTICIPANTS
1. Leadership and Environmental Sustainability Summit: Gaining and Sustaining Innovations Towards A Clean and Healthy Environment	June 06-08, 2022	Blended (Iloilo City and via Zoom)	<p><b>Face-to-Face</b></p> Secretary All Undersecretaries All Assistant Secretaries All Service Directors All Heads of Offices (ELEPS, RBCO, MBCO, LLO) All Heads of DENR Task Forces All Bureau Directors All Heads of Attached Agencies All Regional Executive Directors All Assistant Regional Directors (Management Services, Technical Services, and Special Concerns) All Regional Directors, EMB and MGB Field Office Representatives (one PENRO and one CENRO per region, to be nominated by their respective REDs) <p><b>Virtual/On-line</b></p> PENROs and CENROs Assistant Bureau Directors Division Chiefs in the Central Office, Bureaus, Regional Bureaus, Attached Agencies,

			Regional Offices, and PENR Offices
2. 35 <sup>th</sup> DENR Anniversary	June 10, 2022	All DENR Offices nationwide	All Officials and Employees nationwide
3. Pistang Pamilyang DENR	June 13-17, 2022	All DENR Offices nationwide	All Officials and Employees nationwide
4. HR @ UR Service	June 20-24, 2022	All DENR Offices nationwide	All Officials and Employees nationwide

As discussed during the DENR Executive Committee Meeting held last May 16, 2022, we are respectfully forwarding the documents relative to the month-long celebration:

1. Powerpoint presentation
2. Approved Special Order
3. Advisory for Leadership and Environmental Sustainability Summit

For your information and guidance.

  
**HIRO V. MASUDA, DBA, CESO III**



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

# 2022 DENR *Environment Month* Celebration

## OBJECTIVES

**01.**

Awareness on the basic principles of agile leadership and its significance in addressing the most pressing environmental concerns.

**02.**

Promote environmental sustainability highlighting the need to live sustainably in harmony with nature by bringing transformative changes towards cleaner and greener lifestyles.

**03.**

Foster a culture of transparency and adaptation for continuous learning.



Photo from: Canva

# OBJECTIVES

04.

Understand the impact of change and challenges.

05.

Recognize exemplary performers in championing environmental causes.

06.

Harmonize relationships through different activities that uphold fairness and camaraderie among members of the organization.

07.

Contribute in achieving the goal of having a sustainable management of environment and natural resources by initiating activities such as but not limited to clean-up tree planting, in accordance to EO Nos. 23 and 26.



# ACTIVITIES

**Leadership and Environmental Sustainability Summit: Gaining and Sustaining Innovations Towards A Clean and Healthy Environment**

*June 06-08, 2022 | Uloilo City and via Zoom*

**35th DENR Anniversary**

*June 10, 2022 | All DENR Offices nationwide*

**Pistang Pamilyang DENR**

*June 13-17, 2022 | All DENR Offices nationwide*

**HR @ UR Service**

*June 20-24, 2022 | All DENR Offices nationwide*



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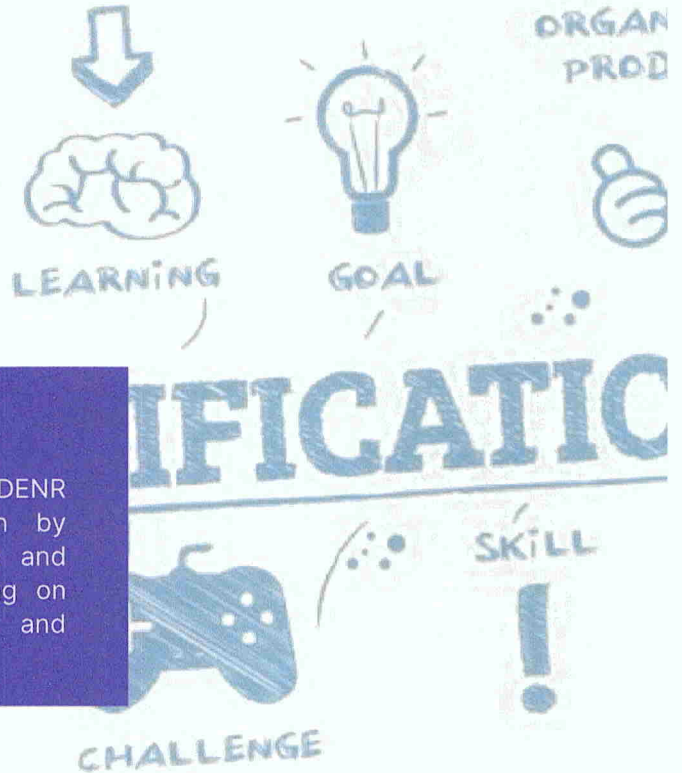
June 06-08, 2022 | Iloilo City and via Zoom

## LEADERSHIP AND ENVIRONMENTAL SUSTAINABILITY SUMMIT:

*Gaining and Sustaining Innovations Towards A Clean and Healthy Environment*

Day 01  
June 6, 2022

The opening day will feature key messages of DENR Officials and Synergistic Activities/Gamification by People Ignite which will focus on Leadership and Sustainability for Environment Summit, anchoring on Environment Resiliency, Social Cohesiveness and Effective Governance.



## PARTICIPANTS

### FACE-TO-FACE

- Secretary
- All Undersecretaries
- All Assistant Secretaries
- All Service Directors
- All Heads of Offices (ELEPS, MBCO, RBCO, LLO)
- All Heads of DENR Task Force
- All Bureau Directors
- All Heads of Attached Agencies
- All Regional Executive Directors
- All Assistant Regional Directors (Management Services, Technical Services and Special Concerns)
- All Regional Directors, EMB and MGB
- Field Office Representatives (one PENRO and one CENRO per region, to be nominated by their respective REDs)

### VIRTUAL

- Other PENROs
- Other CENROs
- Assistant Bureau Directors
- Division Chiefs in the Central Office, Regional Office and PENROs, Bureaus and its regions, Attached Agencies

All DENR officials and employees are encouraged to actively join and participate in the "Pistang Pamilyang DENR" and HR @ UR Service.

Day 01  
June 6, 2022

**09:00 AM** Arrival and Registration

**11:00 AM-1:00PM** Networking Lunch

**01:00 PM-2:30PM** Philippine National Anthem

Civil Servants Prayer

Welcome Remarks



**ASec. RUTH M. TAWANTAWAN, CESO II**  
Assistant Secretary  
Field Operations - Eastern Mindanao



**Exec. Dir. LIVINO B. DURAN, CESE**  
Regional Executive Director  
DENR Region VI

Day 01  
June 6, 2022

01:00 PM-2:30PM

Opening Message



**Atty. ERNESTO D. ADOBO, JR., CESO I**  
*Undersecretary  
Legal, Administration, Human  
Resources, and Legislative Affairs*

Introduction of the Secretary



**Atty. ANALIZA REBUELTA-TEH, CESO I**  
*Undersecretary  
Finance, Information Systems and Climate  
Change*

Inspirational Message



**Secretary JIM O. SAMPULNA, CESO I**  
*Department of Environment and Natural  
Resources*

Day 01  
June 6, 2022

01:00 PM-2:30PM

Introduction of the  
Keynote Speaker



**Atty. JUAN MIGUEL T. CUNA, CESO I**  
*Undersecretary  
Field Operations - Luzon, Visayas and  
Environment*

Keynote Speaker



**Hon. KARLO ALEXEI B. NOGRALES**  
*Chairperson  
Civil Service Commission*



**Atty. JASPER ALBERTO  
H. LASCANO, CESO V**  
*Regional Director  
Mines and Geosciences  
Bureau-Region XI*



**Ms. MERLENE B.  
ABORKA**  
*PENR Officer  
PENRO Aklan, Region VI*

SESSION CHAIRS

**Day 01**  
**June 6, 2022**

**02:30 PM–5:00PM**

The Heart of an Agile DENR Leader: A workshop on being effective, cohesive, and resilient amidst challenges



**Ms. JV WONG**

*President and Chief Executive Igniter  
People Ignite*



**RED FRANCISCO E. MILLA, JR., CESO III**

*Regional Executive Director  
DENR Region V*

**SESSION CHAIR**

**06:00 PM–07:00PM**

DENR Association of Career Executives Mid-Year Conference



**Atty. JONAS R. LEONES, CESO I**

*Undersecretary for  
Policy, Planning and International  
Affairs and DENR ACE President*



**Atty. EMELYNE V. TALABIS, CESO IV**

*Director  
Land Management Bureau*

**FACILITATOR**

**Day 02**  
**June 7, 2022**

## Breakout Sessions

**8:00 AM – 10:00 AM**

**BREAKOUT ROOM 1**



**Asst. Comm. ARIEL G. RONQUILLO**

*Assistant Commissioner  
Civil Service Commission*

*Updates on the latest  
Civil Service Policies and  
Issuances*



**Ms. Imelda B. Guanzon**

*Supervising Personnel  
Specialist  
Performance Management  
and Assistance Division-  
CESB*

**Breakout Session Chair**



Day 02  
June 7, 2022

## Breakout Sessions

8:00 AM – 10:00 AM  
BREAKOUT ROOM 2



**ASEC. HIRO V. MASUDA, DBA, CESO III**

*Assistant Secretary Human Resources, Strategic  
Communication and Sectoral Initiatives*

CES Eligibility Process



**Ms. Lucre Mae H. Villaluna**

*Senior Personnel Specialist  
Professional Development  
Division-CESB*

Breakout Session Chair

Day 02  
June 7, 2022

## Breakout Sessions

8:00 AM – 10:00 AM  
BREAKOUT ROOM 3



**USEC ANALIZA REBUERTA-TEH, CESO**

*Undersecretary for Finance,  
Information Systems and  
Climate Change*

Safe Spaces Act  
(RA 11313)



**ARD CLEO D. SABADO-ANDRADA**

*OIC, Assistant Regional Director  
Management Services  
Cordillera Administrative  
Region*

Breakout Session Chair

Day 02  
June 7, 2022

## Breakout Sessions

8:00 AM – 10:00 AM  
BREAKOUT ROOM 4



**Dir. MIRIAM M. MARCELO, CESE**  
*OIC-Director, Human Resource Development  
Service, DENR*

Effective Environmental  
Governance through  
Responsive L & D Programs



**Mr. Ernest C. Federiso**  
*Chief, Administrative Division,  
DENR Region VI*

**Breakout Session Chair**

Day 02  
June 7, 2022

## Plenary Sessions

10:00 AM – 12:00 PM



**Ms. KAREN MELANIE YAO**  
*HROD Consultant*

Sustainable Leadership for  
Environment through HROD  
Lens



**RED GWENDOLYN C. BAMBALAN, CESO III**  
*Regional Executive Director  
DENR Region II*

**SESSION CHAIR**

Day 02  
June 7, 2022

## Plenary Sessions

01:00 PM – 02:30 PM



**Dr. SERAFIN TALISAYON**

*CEO, Director for Research and Development  
and Knowledge Innovation Expert, Community  
and Corporate Learning for Innovation*

Innovation for Sustainable  
Development



**RED JACQUELINE A. CAANCAN, CESO III**

*Regional Executive Director  
DENR National Capital Region*

**SESSION CHAIR**

Day 02  
June 7, 2022

## Plenary Sessions

03:00 PM – 04:00 PM



**USec. JONATHAN E. MALAYA**

*Undersecretary for Plans, Public Affairs and  
Communication  
Department of the Interior and Local Government*

Devolution of ENR Functions: A  
Fundamental and Strategic Approach to  
Environmental Resiliency and Effective  
ENR Governance



**ASec. MARCIAL C. AMARO, JR., CESO II**

*Assistant Secretary  
Policy, Planning and Foreign Assisted and  
Special Projects*

**SESSION CHAIR**

Day 02  
June 7, 2022

## Plenary Sessions

04:00 PM – 05:00 PM



**Exec. Dir. MARIA MARCY C. BALLESTEROS, CESO II**

*Executive Director  
Career Executive Service Board*

CES Updates



**RED RALPH C. PABLO, CESO III**

*Regional Executive Director  
DENR Cordillera Administrative Region*

**SESSION CHAIR**

Day 02  
June 7, 2022

## Plenary Sessions

05:00 PM – 05:30 PM



**Asec JOAN A. LAGUNDA, D.M.,  
DPA, MNSA**

*Assistant Secretary  
Administration and Legislative Affairs  
OIC, Executive Director  
Pasig River Coordinating and  
Management Office*

DENR Administrative Reforms  
and Innovations



**Dir ROLANDO R. CASTRO**

*Director  
Administrative Service*

**SESSION CHAIR**

Day 02  
June 7, 2022

## Plenary Sessions

06:00 PM – ONWARDS  
Gabi ng Parangal at Pagpupugay

Welcome Remarks



**Atty. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary  
Legal, Administration, Human  
Resources, and Legislative Affairs

Opening Message



**Atty. JUAN MIGUEL T. CUNA, CESO I**  
Undersecretary  
Field Operations – Luzon, Visayas and  
Environment

Inspirational Message



**Exec. Dir. MARIA MARCY C. BALLESTEROS, CESO II**  
Executive Director  
Career Executive Service Board

Day 02  
June 7, 2022

## Plenary Sessions

06:00 PM – ONWARDS  
Gabi ng Parangal at Pagpupugay

Introduction of the Speaker



**Atty. JONAS R. LEONES, CESO I**  
Undersecretary for  
Policy, Planning and International Affairs,  
DENR

Keynote Speaker



**Sec. JIM O. SAMPULNA, CESO I**  
Department of Environment and Natural  
Resources

Signing of the CNA



**Dir. AL O. OROLFO, CESE**  
Director, Foreign-Assisted and Special  
Projects Service

**SESSION CHAIR**

Awarding Ceremony

**Day 03**  
**June 8, 2022**

## Simultaneous National Tree Planting

Pursuant to EO Nos. 23 and 26, both series of 2011, one of the aims of the National Greening Program is to plant billion of trees that will help rehabilitate all remaining unproductive, denuded, and degraded forestlands.

The Tree Planting activity will be a part of the greening initiative of the Department in partnership with Local Government Units and other organizations to rev up rehabilitation efforts to protect and conserve the environment and natural resources in the Iloilo City.

A simultaneous planting will also be conducted nationwide.

Photo from: Iloilo Today

**Day 03**  
**June 8, 2022**

## Tree Planting

**5:45 AM**

Welcome Remarks



**Exec. Dir. MARIA MATILDA A. GADDI**  
Executive Director, Task Force Tayo ang Kalikasan and Assistant Director, Strategic Communication and Initiatives Service in concurrent capacity

**5:50 AM**

Opening Message



**USec. Sheriff M. Abas**  
Undersecretary Special Concerns, Muslim Affairs and BARMM

### PROGRAMME

**5:55 AM**

Keynote Speech



**Sec. JIM O. SAMPULNA, CESO I**  
Department of Environment and Natural Resources

**9:00 AM**

Closing Message



**Engr. RAUL L. LORILLA**  
Assistant Regional Director for Technical Services DENR Region VI



**Atty. RAMAR NIEL V. PASCUA**  
Regional Director Environmental Management Bureau-Region VI

**ACTIVITY CHAIR**

2

June 10, 2022 |  
All DENR Offices nationwide

# 35TH DENR ANNIVERSARY

*Theme: Pistang Pamilyang DENR para sa Tuluy-tuloy na  
Pagkakaisa at Tagumpay*

## SPECIAL ORDER NO. 2022-345

### OVERSIGHT COMMITTEE

- Over-All Chairperson - Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
- Over-All Co-Chairperson - Undersecretary for Policy, Planning and International Affairs
- Members
  - Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives
  - Assistant Secretary for Finance Information Systems and Mining Concerns
  - Assistant Secretary for Administration and Legislative Affairs
  - Head Executive Assistant

## WORKING COMMITTEES

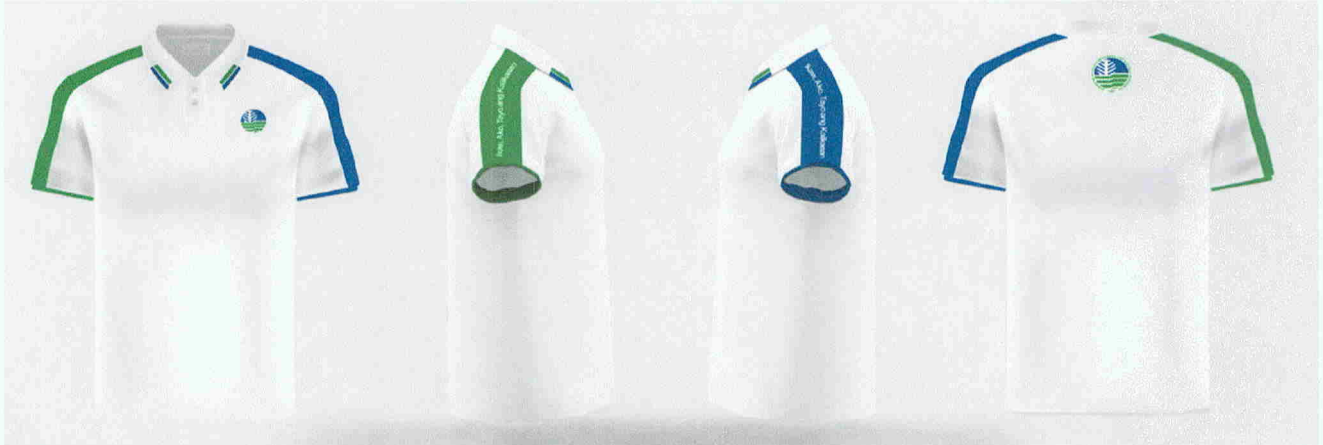
Program	Director, Strategic Communication and Initiatives Service
Ways and Means	Assistant Secretary for Finance Information Systems and Mining Concerns
Synergistic Activities	Director, Human Resource Development Service
Coordination, Management and Virtual Program	Director, Knowledge and Information Systems Service
Food	Director, Administrative Service
Physical Arrangement	Director, Administrative Service
Registration	Personnel Division
Thanksgiving Mass	DENR Catholic Community

**COLOR MOTIF OF SHIRT:  
WHITE**



# POLO SHIRT DESIGN

35<sup>th</sup> DENR Anniversary Polo Shirt Design



## Specifications:

Material = Dri-Fit  
 Printing = Dye Sublimation  
 Mode = CMYK, 2 color  
 Shirt Color = White  
 No. of Buttons = 2, White  
 DENR logo diameter size = 4 cm (front) | 6 cm (back)

## PROGRAM

TIME	ACTIVITY
6:00AM – 7:30AM	Registration
7:30AM – 8:00AM	Early Raffle Draws
8:00AM – 9:15AM	Thanks Giving Mass
9:15AM – 9:20AM	Audio Video Presentation
9:20AM – 9:30AM	Welcome Remarks <b>USEC. ERNESTO D. ADOBO, JR., CESO I</b> Undersecretary, Legal, Administration, Human Resources and Legislative Affairs
9:30AM – 12:00NN	Secretary's Anniversary Message <b>SEC. JIM O. SAMPULNA, CESO I</b>

## Segments to be shown via Zoom:

- Thanksgiving Mass
- Audio Video Presentation
- Welcome Message of Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
- Secretary's Anniversary Message

### PROGRAM

TIME	ACTIVITY
6:00AM – 7:30AM	Registration
7:30AM – 8:00AM	Early Raffle Draws
8:00AM – 9:15AM	Thanks Giving Mass
9:15AM – 9:20AM	Audio Video Presentation
9:20AM – 9:30AM	Welcome Remarks <b>USEC. ERNESTO D. ADOBO, JR., CESO I</b> Undersecretary, Legal, Administration, Human Resources and Legislative Affairs
9:30AM – 12:00NN	Secretary's Anniversary Message <b>SEC. JIM O. SAMPULNA, CESO I</b>
	Service Award Program
	Raffle Draws and Intermission Number
12:00NN – 1:30PM	Lunch
1:30PM – 5:30PM	DENR Pasiklaban Announcement of Winners

## Decision Points in participating DENR Pasiklaban:

OPTIONS	TARGET PARTICIPANTS
1	Central Office, All Regional Offices, Bureaus and Attached Agencies

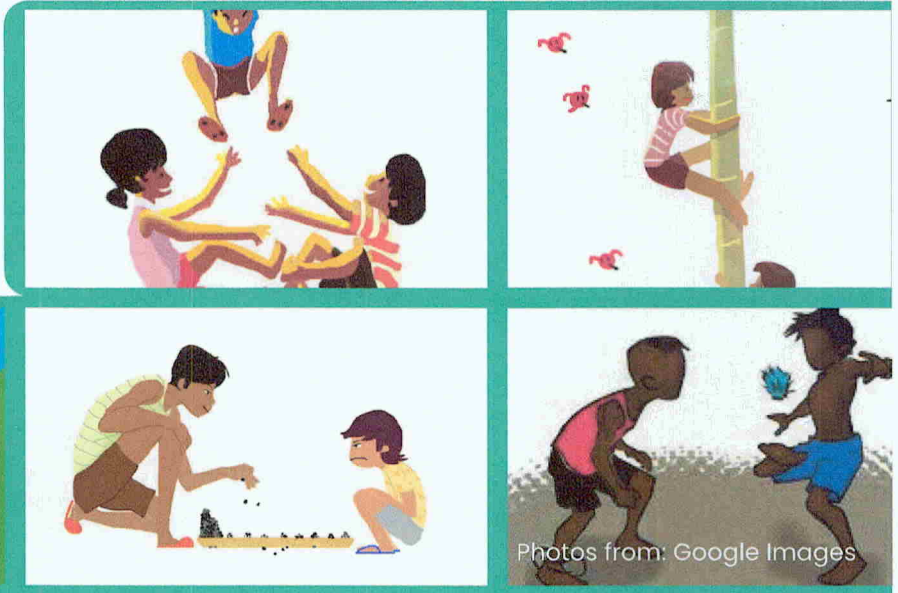
**VENUE**

**DENR MULTI-PURPOSE BUILDING**

3

June 13-17, 2022 |  
All DENR Offices nationwide

## PISTANG PAMILYANG DENR



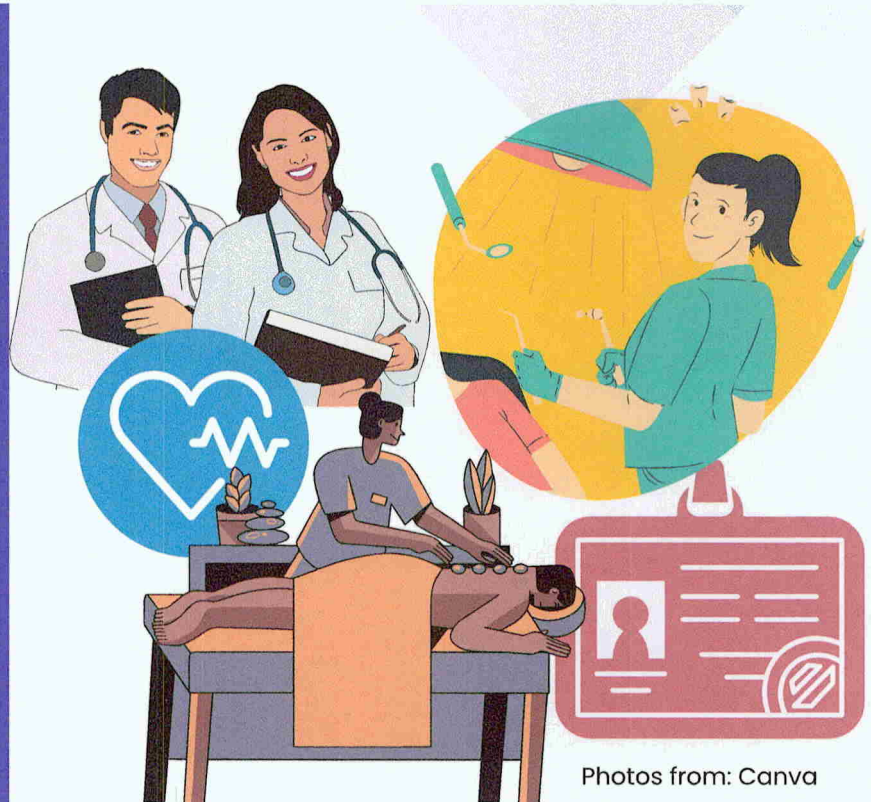
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June 20-24, 2022 |  
All DENR Offices nationwide

## HR @ UR SERVICE

It aims to bring HR closer to all the members of the organization by showing love and gratitude to the hardworking employees and to their immediate family members by offering medical, dental, legal, insurance, licensing and other services, such as, beauty and spa/massage inside the DENR premises.

By doing such activities, the employees will be able to improve their engagement and appreciation of the organization's initiatives on their welfare and ultimately help them increase productivity at work.





Thank You!

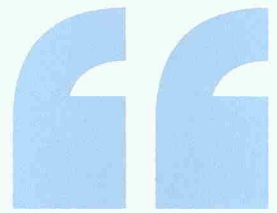


Photo from: Canva



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MAY 17 2022

**SPECIAL ORDER**

No. 2022 - 355

**SUBJECT: AUTHORIZING THE CONDUCT OF THE 2022 DENR  
ENVIRONMENT MONTH CELEBRATION**

In the interest of the service and pursuant to Presidential Proclamation No. 237, Series of 1998, declaring every month of June as Environment Month, the conduct of the 2022 DENR Environment Month Celebration to be held on June 06-08, 2022 in Iloilo City and via Zoom, June 13-17, and 20-24, 2022 in all DENR Offices nationwide is hereby authorized.

The month-long celebration will commence with a Summit in Iloilo City and via Zoom, followed by a DENR-wide conduct of "Pistang Pamilyang DENR" modified and anchored on various environmental advocacies and one week for the "HR @ UR Service".

The Summit (face-to-face) shall be attended by the following officials:

1. Secretary
2. All Undersecretaries
3. All Assistant Secretaries
4. All Service Directors
5. All Heads of Offices (ELEPS, RBCO, MBCO, LLO)
6. All Heads of DENR Task Force
7. All Bureau Directors
8. All Heads of Attached Agencies
9. All Regional Executive Directors
10. All Assistant Regional Directors (Management Services, Technical Services, and Special Concerns)
11. All Regional Directors, EMB and MGB
12. Field Office Representatives (one PENRO and one CENRO per region, to be nominated by their respective REDs)
13. Selected staff from Human Resource Development Service, Knowledge and Information Systems Service, Policy and Planning Service, Strategic Communication and Initiatives Service and Task Force Tayo ang Kalikasan

Other PENROs and CENROs, Assistant Bureau Directors, as well as Division Chiefs in the Central Office, Bureaus, Attached Agencies, Regional Offices, and PENR Offices shall attend the Summit, virtually.

Meanwhile, all DENR offices are hereby instructed to conduct the Pistang Pamilyang DENR, and HR @ UR Service on 13-17 June and 20-24 June 2022, respectively. The Human Resource Development Service shall provide an orientation relative to the conduct of the said activities.

As such, the Office of Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives shall take the lead in the organization and implementation of the said event to be supported by the HRDS, SCIS, PPS, and Task Force Tayo ang Kalikasan. Other offices of the Department may be tapped to provide assistance and expedite coordination and completion of assigned tasks.

Concerned officials and personnel who are directly involved during the conduct of the activity are requested to observe the minimum public health standards set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, such as physical distancing and wearing of masks and face shield.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to reschedule the event should there be conflict with other priority activities of the Department.

All related expenses to be incurred in this activity shall be chargeable against DENR funds, subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the date specified herein.

  
JIM C. SAMPULNA, CESO I  
Acting Secretary





Republic of the Philippines  
Department of Environment and Natural Resources  
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Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

## ADVISORY

### 2022 DENR ENVIRONMENT MONTH CELEBRATION

#### LEADERSHIP AND ENVIRONMENTAL SUSTAINABILITY SUMMIT: GAINING AND SUSTAINING INNOVATIONS TOWARDS A CLEAN AND HEALTHY ENVIRONMENT

June 06-08, 2022  
Iloilo City and via Zoom

FOR/TO : All Undersecretaries  
All Assistant Secretaries  
All Service Directors  
All Heads of Offices (ELEPS, RBCO, MBCO, LLO)  
All Heads of DENR Task Force  
All Bureau Directors  
All Assistant Bureau Directors  
All Heads of Attached Agencies  
All Regional Executive Directors  
All Assistant Regional Directors (Management Services, Technical Services, and Special Concerns)  
All Regional Directors, EMB and MGB  
All PENR Officers  
All CENR Officers  
All Division Chiefs (Central Office, Bureaus, Regional Bureaus, Attached Agencies, Regional Offices and PENR Offices)

This pertains to the Special Order No. 2022-355 regarding the conduct of the Leadership and Environmental Sustainability Summit: Gaining and Sustaining Innovations Towards A Clean and Healthy Environment on June 06-08, 2022 to be held in Iloilo City and via Zoom.

In relation to this, please be guided with the following:

1. The Summit shall be conducted face-to-face at the **Grand Xing Imperial Hotel, Iloilo City** to be attended by the following officials:
  - a. Secretary
  - b. All Undersecretaries
  - c. All Assistant Secretaries



- d. All Service Directors
  - e. All Heads of Offices (ELEPS, RBCO, MBCO, LLO)
  - f. All Heads of DENR Task Forces
  - g. All Bureau Directors
  - h. All Heads of Attached Agencies
  - i. All Regional Executive Directors
  - j. All Assistant Regional Directors (Management Services, Technical Services, and Special Concerns)
  - k. All Regional Directors, EMB and MGB
  - l. Field Office Representatives (one PENRO and one CENRO per region, to be nominated by their respective REDs)
2. Other PENROs and CENROs, Assistant Bureau Directors, as well as Division Chiefs in the Central Office, Bureaus, Regional Bureaus, Attached Agencies, Regional Offices, and PENR Offices shall attend the Summit, **virtually**.
  3. Flight details of in-person attendees (face-to-face) should be coordinated with Mr. Ernest Federiso, Chief, Administrative Division, DENR Region VI through the following contact details: 0920-9452008, [ernestfederiso993@gmail.com](mailto:ernestfederiso993@gmail.com) or [hrds.6.denr@gmail.com](mailto:hrds.6.denr@gmail.com).
  4. A standby vehicle is available to convey the participants from Iloilo International Airport to Grand Xing Imperial Hotel on June 06, 2022.
  5. For In-person attendance, attendees will proceed to the GRAND BALLROOM of the hotel before 9:00 A.M and fill out the attendance form located at the registration area and through a registration link to be provided.
  6. For virtual attendance, attendees shall register using the registration link (DAY 1) to be emailed by your respective Administrative/ HR office, and the event zoom link will be sent thereafter.
  7. Physical registration form (in-person attendance) and registration link (virtual attendance) for the succeeding days will be available before the start of session.
  8. For **breakout sessions**, each breakout room has a maximum number of participants (**first-come, first-served basis**), depending on the total number of participants in the entire event.

There will be a pre-registration to be administered upon arrival (for in-person attendees) and on May 24-27, 2022 (for virtual attendees). Pre-registration links and QR codes shall be forwarded by respective Administrative/ HR offices. Participants are required to select a session that is relevant to their current functions and/or programs.

9. Virtual attendees may gather in one venue for the awarding ceremony during the Gabi ng Parangal at Pagpupugay on June 7, 2022, 6:00 PM onwards.
10. Participants shall bring their laptops, flash or hard drives, and personal medication.

11. A simultaneous national tree planting will be conducted on June 8, 2022. Assembly time for the tree planting is 5:30 A.M. All participants are required to participate in the tree planting and wear appropriate attire.
12. All attendees (in-person and virtual) are required to wear appropriate attire during the event:
  - a. Day 1: Smart Casual
  - b. Day 2: Smart Casual (Sessions); Barong/ Filipiniana (Gabi ng Parangal)
  - c. Day 3: Appropriate attire for tree planting activity
13. Only those who completed the sessions and submitted the session evaluation forms shall receive a certificate of completion.

Attached are the Program, Special Order and Activity Design, for your ready reference.

For your information and guidance.

**ATTY. ERNESTO D. ADOBO, JR., *CESO I***  
Undersecretary  
Legal, Administration, Human Resources,  
and Legislative Affairs