



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City. 1100
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Website: <http://www.denr.gov.ph>

MEMORANDUM

FOR/TO : All Central Office Participants

FROM : The OIC, Director
Human Resource Development Service

SUBJECT : ORIENTATION ON INFORMATION SECURITY

DATE : 05 July 2023

The Department, through the Training and Development Division (TDD) of the Human Resource Development Service (HRDS) and in partnership with the National Intelligence Coordinating Agency (NICA), will conduct a one-day **Orientation on Information Security at DENR Social Hall on 31 July 2023**.

Please be advised of the following:

1. Registration and Preliminary Activities will start at 9:00 AM;
2. All participants are required to be present for the entire duration of the activity and wear ARTA ID at all times;
3. Minimum Health Standards must be followed;
4. Bring your own tumbler;
5. Certificate of Completion shall only be given to participants with 100% attendance and have completed the pre-test and post-test.
6. Accomplish the Learner's Profile on or before 14 July 2023.

Learner's Profile QR and Link:



<https://tinyurl.com/2re4fm56>

Should you have questions and clarifications, you may contact Ms. Marilou S. Mendoza 0915-9674751 or Ms. Audrey T. Rosete at 0906-2670767.

For information and guidance.

**Training and Development Division
Human Resource Development Service**



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SPECIAL ORDER
No. 2023- 326

JUN 02 2023

SUBJECT: AUTHORIZING THE CONDUCT OF THE ORIENTATION ON INFORMATION SECURITY

In the interest of the service and to adopt security measures that will protect and ensure the integrity and sanctity of confidential records and sensitive information in the Department, the conduct of a one-day Orientation on Security Measures is hereby authorized on 05 June 2023 at the DENR Social Hall.

The following officials and employees are authorized to attend:

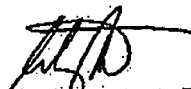
1. All Undersecretaries
2. All Assistant Secretaries
3. Head Executive Assistant
4. All Service Directors
5. Document Management and Operations Support/Head Action Center
6. Legislative Liaison Office
7. The Chief, Records Management Division
8. The BAC Members
9. Executive Assistant or 1 Action/Records Officer of the following:
 - a. Office of the Secretary
 - b. Office of the Head Executive Assistant
 - c. Offices of the Undersecretaries
 - d. Offices of the Assistant Secretaries
10. Executive Assistant or 1 Action/Records Officer of the Directors mentioned above.

All expenses to be incurred shall be charged against DENR Funds, subject to the usual accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend the date of the said activity in case of conflict with other activities of the Department or unavailability of the resource persons/subject matter experts. Moreover, the Human Resource Development Service - Training and Development Division shall be responsible for the administration and facilitation of the event's flow and processes.

A report shall be submitted to the undersigned within fifteen (15) days after the completion of all training series.

This Order takes effect on the dates herein specified, unless rescheduled.


AUGUSTO D. DELA PEÑA
Undersecretary for Organizational Transformation
and Human Resources

