



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City. 1100  
Tel Nos. (632) 8929-6626 to 29;  
VOIP Trunk line (632) 8755-3300/87553300  
Website: <http://www.denr.gov.ph>

## **ADVISORY**

### **ORIENTATION ON INFORMATION SECURITY 29 August 2023**

FOR/TO : **All Participants**

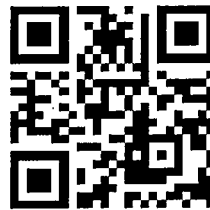
**AUG 16 2023**

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 the Social Hall on 29 August 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 pen, notebook, and 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 23 August 2023.

Learner's Profile QR and Link:



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

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

MEMO NO. 2023 - 699

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



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  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**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

