



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



MEMORANDUM

FOR/TO : All Concerned Offices

FROM : The Assistant Secretary  
Human Resources and Sectoral Initiatives

SUBJECT : AMENDMENT TO DENR SPECIAL ORDER NO. 2024-232,  
DATED 23 APRIL 2024, AUTHORIZING THE CONDUCT OF  
THE BATCH 1 OF THE DENR ONBOARDING PROGRAM,  
"MEET YOUR 7 Ps: UNVEILING YOUR JOURNEY TO  
METAMORPHOSIS"

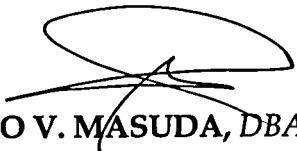
DATE : 16 NOV 2024

Pursuant to the provisions of DENR Special Order No. 2024-232, dated 23 April 2024, authorizing the undersigned to amend the date and venue for Batch 1 of the DENR Onboarding Program, "Meet Your 7 Ps: Unveiling Your Journey to Metamorphosis," the Special Order 2024-232 is hereby amended as follows:

Activity	Date		Venue
	From	To	
Becoming Ambassadors and Advocates for the Environment and Natural Resources (ENR) Commitment Building Program	10-13 September 2024	5-8 November 2024	Region III and vicinities

All other previous provisions stipulated in the abovementioned Special Order shall remain the same.

For information.

  
HIRO V. MASUDA, DBA, CESO III

MEMO NO. 2024 - 1040



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



**APR 23 2024**

**SPECIAL ORDER**  
**No. 2024- 232**

**SUBJECT: AUTHORIZING THE CONDUCT OF THE DENR ONBOARDING PROGRAM, "MEET YOUR 7 Ps: UNVEILING YOUR JOURNEY THROUGH METAMORPHOSIS"**

In the interest of the service and to acquaint the newly-hired employees about the Department and the duties and responsibilities of a public servant, the conduct of the DENR Onboarding Program titled, "Meet Your 7 Ps: Unveiling Your Journey through Metamorphosis," is hereby authorized on the following schedule and venue:

<b>ACTIVITY</b>	<b>DATE</b>	<b>VENUE</b>
Self-paced Online Course on Core Duties and Responsibilities of a DENR Employee	29 April - 3 May 2024	Google Classroom
Job Scoping and Performance Expectations	Upon Reporting to Duty of Newly-Hired employees	Respective Offices
Face-to-face General Orientation	27-31 May 2024	ENR Academy, Carranglan, Nueva Ecija/ BMB Training Center
Values Enhancement Seminar (DENR Core Values and Bagong Pilipinas, Bagong Filipino Values)	11 June 2024	BMB Training Center
Healthy Workplace Seminar	5 July 2024	BMB Training Center
Becoming Ambassadors and Advocates for the Environment and Service Excellence and Commitment Building Program	9 September 2024	DENR Social Hall

The following newly-hired employees shall attend the entire Onboarding Program:

<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>
1. Yul A. Tamayo, Jr.	Special Investigator II	Internal Affairs Division, LAS
2. Paul Mcneil T. Borja	Special Investigator II	Claims and Conflicts Division, LAS
3. Marcial F. Campos, Jr.	Accountant I	Accounting Division, FMS
4. Arman Drake D. Matias	Accountant I	Accounting Division, FMS
5. Ferry Joy J. Añosa	Administrative Assistant II	Accounting Division, FMS
6. Angelyn M. Demo	Administrative Assistant II	Accounting Division, FMS
7. Arisa Tee	Administrative Assistant II	Accounting Division, FMS
8. Ma. Aices A. Clavano	Administrative Officer II	Budget Division, FMS
9. Daryl D. Ansano	Statistician I	Statistics and Data Resource Management Division, KISS
10. Norman B. Calixto	Information Officer I	Statistics and Data Resource Management Division, KISS
11. Claire R. Alferos	Administrative Assistant III	Office of the Director, Internal Audit Service
12. Nestor G. Ceniza	Administrative Aide IV (Driver II)	Office of the Secretary
13. Gilbert O. Custodio	Administrative Aide IV (Driver II)	Office of the Secretary
14. Jerry M. Castillo	Administrative Aide IV (Driver II)	Office of the Secretary

15. Nora A. Tangaro	Administrative Aide IV (Driver II)	Office of the Secretary
16. John Christian C. Barcenar	Administrative Aide V	Office of the Secretary
17. Agatha Maxine B. Bedi	Executive Assistant III	Office of the Secretary
18. Cyrenaica F. Flaviano	Administrative Assistant V	Office of the Secretary
19. Angelique Pearl V. Miranda	Executive Assistant III	Office of the Secretary
20. Christian M. Albo	Senior Administrative Assistant III	Office of the Secretary
21. Laurence D. Papina	Internal Auditing Assistant	Operations Audit Division, IAS
22. Maria Lucielle C. Castañas	Administrative Aide VI	Operations Audit Division, IAS
23. Paolo Obstaculo	Project Evaluation Officer II	Program Monitoring and Evaluation Division, PPS
24. Alyssa V. Calisay	Development Management Officer II	Policy Studies Division, PPS
25. Debra Z. Tante	Economist II	Policy Studies Division, PPS
26. Cyril G. Villaflor	Planning Officer II	Planning and Programming Division, PPS
27. John Paul G. Labrague	Administrative Assistant V	Office of the Secretary
28. Sarah Jane S. Domingo	Administrative Officer II	Training and Development Division, HRDS
29. Albert M. Parpan, Jr.	Computer Programmer III	Network Infrastructure and Management Division, KISS
30. Mark Jerome A. Adaya	Administrative Aide VI	Property and Supply Management Division, AS

The following officials and personnel shall serve as resource persons and learning event team:

**A. Resource Persons**

1. Hiro V. Masuda, Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives
2. Miriam M. Marcelo, OIC Director, Human Resource Development Service
3. For. Wilson E. Henson, Chief, Training and Development Division, HRDS
4. Dexter M. Tindoc, Chief, Career Development Division, SMOTO
5. Atty. Anthony Raymond M. Velicaria, Chief, Internal Affairs Division - Legal Affairs Service
6. Diña M. Nillosan, Chief, Accounting Division, FMS
7. Maricel G. Tadlip, OIC Chief, Planning and Programming Division, PPS

**B. Learning Event Team**

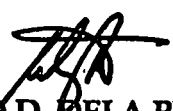
1. Carlo C. Fajardo
2. Arlene A. Amores
3. Shirley C. Latoja
4. Jenifer P. Santelices
5. Bonito S. Alvaran
6. Reynaldo L. Santos, Jr.

All expenses to be incurred shall be charged against HRDS 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 and venue of the said activity in case of conflict with other activities of the Department or the unavailability of the resource persons/subject matter experts.

A report shall be submitted online ([bit.ly/LNDportal](http://bit.ly/LNDportal)) to the undersigned through the Human Resource Development Service, within fifteen (15) working days after the completion of the training.

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

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