



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



URGENT MEMORANDUM

FOR/TO : **The Undersecretary**
Legal and Administration

23 JAN 2024

The Director
Forest Management Bureau

The OIC-Director
Human Resource Development Service

The Chiefs
Internal Affairs Division - LAS
Management Division - FMS
Accounting Division - FMS
Budget Division - FMS
Cashier Section -AS-GSD
Finance Divisions of DENR Regional Offices

BAC Secretariat/PSMD
NGP Coordinator from DENR Region III

FROM : **The Director**
Legal Affairs Service, and Head of the DENR CO Sub-Committee on Anti-Red Tape (Sub-CART) on Citizen's Charter (CC) Compliance and Monitoring per Special Order No. 2021-551

SUBJECT : **ADVISORY ON RESCHEDULING OF THE WORKSHOP ON UPDATING OF DENR'S HARMONIZED CITIZEN'S CHARTER ON PAYMENT OF CLAIMS IN THE REGIONAL OFFICES PURSUANT TO SPECIAL ORDER (SO) NO. 2024-13 FROM 06-09 FEBRUARY 2024 TO 05-08 FEBRUARY 2024**

This refers to DENR Special Order (SO) No. 2024-13, dated 15 January 2024 authorizing the conduct of workshop to update the DENR's Regional Citizen's Charter for payment of claims on 06-09 February 2024 in Pampanga.

Please be informed that the conduct of the above workshop will be rescheduled on **05-08 February 2024** in view of Proclamation No. 453 dated 18 January 2024 declaring 09 February 2024, Friday, as an additional special (non-working) day throughout the country in relation to the celebration of the Chinese New Year.

Should you have further inquiries regarding this rescheduling, you may contact Ms. Ghie De Guzman of the Internal Affairs Division, Legal Affairs Service, through her mobile number at 09208649438 or email address at denrcosubcart.citizenscharter@gmail.com

For your consideration.


NORLITO A. ENERAN, LL.M, CESO III



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



JAN 15 2024

SPECIAL ORDER

No. 2024 - 13

SUBJECT: AUTHORIZING THE CONDUCT OF WORKSHOP ON UPDATING OF DENR HARMONIZED CITIZEN'S CHARTER FOR PAYMENT OF CLAIMS IN THE REGIONAL OFFICES

In the interest of the service and as part of organizational development, and in connection with Anti-Red Tape Authority Memorandum Circulars (ARTA MCs) 2019-002¹ and 2019-002-A², the conduct of the subject workshop is hereby authorized and scheduled on 6-9 February 2024 in Pampanga.

The following are authorized to participate:

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| One (1) Representative | Office of the Undersecretary for Legal and Administration |
| Dir. Norlito A. Eneran | Legal Affairs Service |
| Atty. Anthony Raymond M. Velicaria | Internal Affairs Division |
| Atty. Mario Jayson R. Rabara | Internal Affairs Division |
| Atty. Angelo Noel Leano | Internal Affairs Division |
| For. Mark Vincent Yngente | Internal Affairs Division |
| Ms. Maureen Kris Rodriguez | Internal Affairs Division |
| Mr. Yul A. Tamayo | Internal Affairs Division |
| Ms. Virginia De Guzman | Internal Affairs Division |
| Mr. Vincent J. Flores | Internal Affairs Division |
| One (1) Representative | Regional Finance Division DENR-CAR, NCR, Region I to XIII |
| One (1) Representative | FMS - Accounting Division |
| One (1) Representative | FMS - Budget Division |
| One (1) Representative | AS-GSD - Cashier Section |
| One (1) Representative | BAC Secretariat/ PSMD |
| Three (3) NGP Coordinators | DENR Region III |
| Two (2) Representatives | Forest Management Bureau |

DENR CART Secretariat

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|--------------------------|---------------------------|
| Five (5) Representatives | FMS - Management Division |
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All expenses relative to the conduct of workshop shall be charged against the DENR EODB Funds subject to the usual accounting and auditing rules and regulations.

The Head of the DENR's Sub-Committee on Anti-Red-Tape (CART) on Citizen's Charter Compliance and Monitoring may change the date and venue of the workshop in case of conflict with other DENR activities or in the exigency of the service and inform the Human Resource Development Service (HRDS) Director for record purposes.

¹ Guidelines on the Implementation of the Citizen's Charter in Compliance with the Republic Act 11032, otherwise known as the 'Ease of Doing Business and Efficient Government Service Delivery Act of 2018', and its Implementing Rules and Regulations (IRR)

² Supplemental Circular Order No. 1 (SCO) 140 2019-002

A report of the activity shall be submitted to the undersigned, through the DENR's LED Portal (bit.ly/LNDportal) within fifteen (15) working days from completion of the event.

This Order shall take effect on the dates specified herein.



AUGUSTO D. DELA PEÑA
Undersecretary
Organizational Transformation and Human Resources