



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



MEMORANDUM

FOR/TO : All Concerned Offices

FROM : The Assistant Secretary
Human Resources and Sectoral Initiatives

SUBJECT : **AMENDMENT TO DENR SPECIAL ORDER NO. 2024-491 DATED 09 AUGUST 2024, AUTHORIZING THE CONDUCT OF HYBRID ORIENTATION AND INTERNAL AUDIT TRAINING ON OCCUPATIONAL SAFETY AND HEALTH (OSH) FOR DENR OFFICIALS AND EMPLOYEES**


DATE : SEPTEMBER 4, 2024

In view of the announcement from the Office of the Presidential Communications Office on the suspension of work in government and classes at all levels in the National Capital Region and Region IV-A due to Tropical Storm "Enteng" on 03 September 2024 and pursuant to DENR Special Order No. 2024-491 dated 09 August 2024, the following are the amendments relative to the schedule of the orientation and internal audit training:

Activity	Original Date	New Date	Venue
Orientation on OSH (Batch 2)	03 - 04 September 2024	04 - 05 September 2024	DENR Social Hall
Internal Audit Training on OSH	05 - 06 September 2024	06 and 19 September 2024	FMB Conference Room (Sept. 06) and DENR Social Hall (Sept. 19)

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

For information.


HIRO V. MASUDA, DBA, CESO III

MEMO NO. 2024 - 789



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



AUG 09 2024

**SPECIAL ORDER
NO. 2024-491**

SUBJECT: AUTHORIZING THE CONDUCT OF HYBRID ORIENTATION AND INTERNAL AUDIT TRAINING ON THE OCCUPATIONAL SAFETY AND HEALTH (OSH) FOR DENR OFFICIALS AND EMPLOYEES

In the interest of the service and pursuant to the Republic Act No. 11058 and Joint Memorandum Circular (JMC) NO. 1, S. 2020 of the Civil Service Commission (CSC), Department of Health (DOH), and the Department of Labor and Employment (DOLE), also known as the Guidelines on Occupational Safety and Health (OSH) Standards for the Public Sector, the conduct of Hybrid Orientation and Internal Audit Training to be held at the DENR Social Hall, 2nd Floor, DENR Main building and via Zoom teleconferencing application is hereby authorized.

The learning event aims to raise awareness on OSH best practices to ensure compliance to standards. Likewise, this promotes a culture of safe and healthy work environment for officials and employees, to enhance their productivity and engagement for environmental protection and sustainability.

As such, the following officials and employees are authorized to participate in this activity on specified dates:

Date	Participants	Venue
Orientation Batch 1 August 12 - 13, 2024 (Monday & Tuesday)	<ul style="list-style-type: none">• All Service and Other Offices Directors• All Division Chiefs and Assistant Division Chiefs• All Section Chiefs of the following:<ul style="list-style-type: none">- Knowledge Information Systems Service- Strategic Communication and Initiatives Service- Legal Affairs Service- Climate Change Service- Environmental Law Enforcement and Protection Service	<p>Face-to-Face DENR Social Hall</p>

	<ul style="list-style-type: none"> - Strategy Management and Organizational Transformation Office - Field Operations Group – Stakeholders Management and Conflict Resolutions Division • 2 Representatives: <ul style="list-style-type: none"> - Office of the Undersecretaries - Office of the Assistant Secretaries 	<p style="text-align: center;">Face-to-Face DENR Social Hall</p>
	<p>Employees of the following offices:</p> <ul style="list-style-type: none"> - Office of the Undersecretaries - Office of the Assistant Secretaries - Strategic Communication and Initiatives Service - Knowledge Information Systems Service - Legal Affairs Service - Climate Change Service - Environmental Law Enforcement and Protection Service - Strategy Management and Organizational Transformation Office - Field Operations Group – Stakeholders Management and Conflict Resolutions Division - River Basin Control Office - Manila Bay Coordinating Office - 43 Hackett Security Personnel - 50 D'Triumph Janitorial Personnel 	<p style="text-align: center;">Via Zoom</p>
	<p>Regional Offices:</p> <ul style="list-style-type: none"> - Assistant Regional Directors for Management, Regions 1, 2, 3, 4A, 4B, 5, 6 and 7 - All Division Chiefs of Administrative Division, Regions 1, 2, 3, 4A, 4B, 5, 6 and 7 - All Division Chiefs of DENR Regional 7 <p>Staff Bureaus:</p> <ul style="list-style-type: none"> • All Chiefs of Administrative Division - Land Management Bureau - Forest Management Bureau - Biodiversity Management Bureau 	

<p>Orientation Batch 2</p> <p>September 3 - 4, 2024 (Tuesday & Wednesday)</p>	<ul style="list-style-type: none"> • All Section Chiefs of the following: <ul style="list-style-type: none"> - Policy and Planning Service - Human Resource Development Service - Administrative Service - Foreign Assisted and Special Projects Service - Financial Management Service - Internal Audit Service • All concerned official and employees: <ul style="list-style-type: none"> - Environmental Management System (EMS) Internal Auditors - Quality Management System (QMS) Internal Auditors - Medical Unit - Health and Wellness 	<p style="text-align: center;">Face-to-Face DENR Social Hall</p>
	<p>Employees of the following offices:</p> <ul style="list-style-type: none"> - Policy and Planning Service - Human Resource Development Service - Administrative Service - Foreign Assisted and Special Projects Service - Financial and Management Service - Internal Audit Service - Document Management and Operations Support and DENR Action Center / Hotline 8888 - Special Concerns - Legislative Liaison Office - Indigenous Peoples Concerns - Mindanao and Bangsamoro Autonomous Region in Muslim Mindanao Affairs - Comprehensive Agrarian Reform - National Coordinating Office - 43 Hackett Security Personnel - 50 D'Triumph Janitorial Personnel 	<p style="text-align: center;">Via Zoom</p>

	<p>Regional Offices:</p> <ul style="list-style-type: none"> - Assistant Regional Directors for Management, Regions NCR, CAR, 8, 9, 10, 11, 12 and 13 - All Division Chiefs of Administrative Division, Regions NCR, CAR, 8, 9, 10, 11, 12 and 13 <p>Line Bureaus:</p> <ul style="list-style-type: none"> • All Chiefs of Administrative Division - Mines and Geosciences Bureau - Environmental Management Bureau <p>Attached Agencies:</p> <ul style="list-style-type: none"> • All Division Chiefs/Head of Administrative Division - National Mapping and Resource Information Authority - Laguna Lake Development Authority - Natural Resources Development Corporation - Palawan Council for Sustainable Development Staff - National Water Resources Board - Philippine Mining Development Corporation 	<p>Via Zoom</p>
<p>Internal Audit Training</p> <p>September 5 - 6, 2024 (Thursday and Friday)</p>	<ul style="list-style-type: none"> - Environmental Management System (EMS) and Quality Policy Management (QMS) Internal Auditors - EMS and QMS Secretariat - OSH Secretariat - Medical Unit - Health and Wellness - Representative, OASECHRSCSI 	<p>Face-to-Face DENR Social Hall</p>

The Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives (OASECHRSCSI) shall take the lead in the conduct of the activity and in coordination with other concerned offices.

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

Moreover, the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is hereby authorized to reschedule the activity in case of conflict with other activities of the Department.

A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service - Training and Development Division fifteen (15) days after the completion of the activity.

This Order shall take effect on the date specified herein.



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