



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, Philippines

2004 18 2004

SPECIAL ORDER
NO 2004- 420


SUBJECT : AUTHORIZING THE CONDUCT OF EMS AWARENESS AND TRAINING ACTIVITIES FOR ALL DENR CENTRAL OFFICE PERSONNEL INCLUDING OTHER CONCERNED STAKEHOLDERS

In the interest of the service and in pursuance to the commitment to heighten environmental awareness and responsibility as provided in the approved DENR EMS Environmental Policy, the EMS Champions on Training, Awareness and Competence in coordination with the Human Resource Development Service (HRDS), is hereby authorized to conduct EMS Awareness and Training Activities for DENR Central Office Personnel, including other concerned stakeholders as per attached EMS Training Schedule.

The conduct of EMS awareness and training activities is to ensure that all personnel, especially those whose work may create a significant impact on the environment, shall be given appropriate training and orientation. Likewise, it aims to heighten awareness and consciousness of personnel on their roles and responsibilities regarding environmental management.

All expenses in the implementation of the EMS awareness and training activities shall be charged against DENR funds, subject to the usual accounting and auditing rules and regulations. The EMS Working Group, EMS Champions, Heads of Offices and personnel of DENR Central Office, shall provide the needed support and assistance in the implementation of these activities.

This Order takes effect immediately.


ELISEA G. GOZON
Secretary

EMS TRAINING SCHEDULE

Activity	Date	Time	Participants	Venue
EMS General Environmental Awareness	15 June 2004 (Tues)	8:00am-10:00am	GSD Staff	GSD
		10:00am-12:00nn	RMDD, ERDB Extension Office & DENREU Staff	RMDD DENREU
		3:00 pm-5:00pm	Accounting Div. Staff	Accounting Office
EMS General Environmental Awareness	16 June 2004 (Wed)	8:00am-10:00am	Mgt. Division & COA Staff	Mgt. Division
		1:00 pm-3:00 pm	PAO Staff (incl. Library staff)	PAO
		3:00 pm-5:00pm	Budget Div., Office of the USEC for MTS & Dir. FMS Staff	Budget Division
EMS General Environmental Awareness	17 June 2004 (Thurs)	8:00am-10:00am	Personnel Division, Cashier Section, Office of the Admin Dir. Radio & Com Unit & Cashier Staff	Common area of Admin service & Personnel Division
		1:00 pm-3:00 pm	Office of the Usecs for Planning, Land Mgt, ASECs for Gen. Legal Services, Muslim Affairs and Office of the Dir. Legal Service Staff	Common area of the Office of the Usec for Planning, Land Mgt & Legal Service Office
EMS General Environmental Awareness	18 June 2004 (Friday)	10:00am-12:00nn	HRDS Staff	HRDS Bldg
		1:00 pm-3:00 pm	FASPO Staff (including project/program staff within FASPO Bldg)	FASPO
		3:00 pm-5:00pm	OHEA, OSEC & Text DENR Staff	OSEC Conf. Room

EMS General Environmental Awareness	21 June 2004 (Monday)	8:00am-10:00am	MISD/CMMO Staff	DENR Function Rm
		10:00am-12:00nn	Office of the ASEC for Legislative & Legal Service Sections Staff Office of the Dir. Planning Service Staff	Common area in the Planning Service (3 rd floor)
		1:00 pm-3:00 pm	NRMP/ECOGOV/ CARP, Medical & Dental, CSC & Ombudsman Staff	Common area in the NRMP/Ecogov & CARP office in the Annex Bldg
		3:00 pm-5:00pm	Special Concerns Office	SCO
EMS General Environmental Awareness	23 June 2004 (Wed)	1:00 pm-3:00 pm	LAMP	Asec for General Legal Services Conf. Room (2 nd Flr)
EMS General Environmental Awareness	24 June 2004 (Thurs)	9:00am-12:00nn	Other Stakeholders: - Suppliers & Contractors Reps, BAC /Secretariat	DENR Function Room
		1:30pm-3:30 pm	- NRDC Canteen Staff/Press	DENR Function Room
EMS General Environmental Awareness	28 June 2004 (Monday)	9:00am-11:00am	EXECOM (to be presented by the EMR)	OSEC Conf. Room
Enhancing Property & Supply Mgt Skills	30 June 2004 (Wed)	8:00am-5:00pm	Property & Supply Officers	To be arranged (PAWB or Metro Air Trng Center)
Training on Effective Records Mgt.	6 July 2004 (Tues)	8:00am-5:00pm	Records Officers/ Custodian	To be arranged (PAWB or Metro Air Trng Center)
Energy & Water Conservation Training	8 July 2004 (Thurs)	8:30am-11:30am	All EMS Officers	To be arranged (PAWB or Metro Air Trng Center)

Ecological Solid Waste Mgt & Energy & Water Conservation Training	10 July 2004 (Saturday)	8:00am-12:00nn	Janitors/Security Guards	To be arranged (DENR Lobby or Metro Air Trng Center)
Training on Ecological Driving and Energy & Water Conservation	17 July 2004 (Saturday)	8:00am-5:00pm	Drivers/ Motorpool Section Staff	To be arranged (DENR Lobby &/or TESDA)

Note: Heads of Offices concerned shall assign at least one (1) staff to oversee administrative preparation of the training. For more information, please coordinate to the following:

EMS Working Group Secretariat

Ms. Natividad Trofeo - local 2080
Ms. Dona Villas - local 2080/ 0919 621 5765

EMS Champions for Training, Awareness and Competence

Mr. Al O. Orolfo - local 2116/0917 8337612
Mr. Dexter M. Tindoc - local 2113/ 0917 873 5875
Ms. Anayn Romulo - local 2116
Ms. Fredesvinda Casuncad - local 2116