



Republic of the Philippines
Department of Environment and Natural Resources
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MAY 08 2019

SPECIAL ORDER

No. 2019 - 288

SUBJECT: DESIGNATION OF LUIGI ANTONIO B. TUNGPALAN AS CHIEF, ADMINISTRATIVE OFFICER OF THE OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION, FINANCE, HUMAN RESOURCES, INFORMATION SYSTEMS, LEGAL, LEGISLATIVE AFFAIRS AND ANTI-CORRUPTION

In the interest of the service and in accordance with continuing organizational development of the DENR, Mr. Luigi Antonio B. Tungpalan, Executive Assistant IV is hereby designated as Chief, Administrative Officer of the Office of the Undersecretary for Administration, Finance, Human Resources, Information Systems, Legal, Legislative Affairs and Anti-Corruption (OUAFHRISLLAAC). As such, Mr. Tungpalan shall continue to report at the OUAFHRISLLAAC and shall perform the following functions, in concurrence with his present duties and responsibilities as Technical Staff:

1. Act on administrative concerns, capacity development and personnel matters in addition to his functions at the OUAFHRISLLAAC;
2. Review and recommend approval of the Office Performance Commitment Review (OPCR), Individual Performance Commitment Review (IPCR), Individual Development Plan (IDP), training and development and other related plans and programs of the office;
3. Review and sign daily time records and other related personnel documents of the Office, including action plans and performance report of contract of service staff;
4. Review and recommend approval of plans for office improvement, including procurement plans and PPMP of the Office;
5. Act as Quality Management System and Environmental Management System focal person of the Office;
6. Perform other functions as assigned by the Undersecretary.

This Order takes effect immediately.

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Administration, Finance
Human Resources, Information Systems, Legal
Legislative Affairs and Anti-Corruption



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