



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2020 - 376

OCT 12 2020

SUBJECT : AUTHORIZING THE CONDUCT OF WEBINAR ON COMPLETED STAFF WORK AND EFFECTIVE WRITING BATCH 2

In the interest of the service and in line with the priority of the Department to enhance the competencies of the employees, the conduct of the Webinar on Completed Staff Work and Effective Writing Batch 2 on October 21-23, 2020 is hereby authorized.

The following personnel are hereby authorized to attend:

NO	NAME	SG	POSITION	OFFICE
1	Ira Chris T. Savella	16	Accountant II	FMS
2	Katrina Rose M. Agulto	16	Accountant II	FMS
3	Nenita L. De Leon	19	Accountant III	FMS
4	Gloria M. Nimo	16	Accountant II	FMS
5	Christina F. Zabala	18	Administrative Officer V	FMS
6	Queen Sroges Rochelle S. San Jose	18	Internal Auditor III	IAS
7	Mabel F. Coloma	18	Internal Auditor III	IAS
8	Elizabeth L. Arcinas	19	Information Systems Analyst III	KISS
9	Joselito Timothy R. Martin	18	Computer Programmer III	KISS
10	Mark Allan R. Francisco	16	Information Systems Analyst II	KISS
11	Christopher L. Atienza	16	Information System Analyst II	KISS
12	Maria Rainelda Rosario D. Ferraris	18	Administrative Officer V	SCIS
13	Philharks S. Que	18	Public Relations Officer III	SCIS
14	Melanie C. Rey	18	Development Management Officer III	SCIS
15	Roy O. Gulane	18	Development Management Officer III	SCIS

16	Belen S. Panganiban	18	Project Evaluation Officer III	FASPS
17	Eda B. Soriano	18	Development Management Officer III	FASPS
18	Angelita E. Tolentino	18	Administrative Officer V	HRDS
19	Marilou S. Mendoza	18	Administrative Officer V	HRDS
20	Nenita R. Zabala	18	Development Management Officer III	PPS
21	Marlyn C. Arzaga	18	Development Management Officer III	PPS
22	Febes C. Melaya	18	PEO III	PPS
23	Maria Theresa I. Escubio	18	Planning Officer III	PPS
24	Ramil C. Mangubos	18	Administrative Officer V	AS
25	Zenaida V. Gutierrez	18	Administrative Officer V	AS
26	Anita L. Iringan	19	Engineer III	LAS
27	Alex O. Venzon	18	Special Investigator III	OSEC

The Training and Development Division - HRDS shall provide technical support for the duration of the course. A report shall be submitted to the undersigned within fifteen (15) days upon completion of the activity.

All expenses to be incurred in relation to the activity including, honoraria of the resource persons, zoom application, internet subscription and other allowable incidental expenses shall be charged against HRDS funds, subject to the usual accounting and auditing rules and regulations.

The OIC, Assistant Secretary for Administration and Human Resources is authorized to amend and/or re-schedule the activity in case of unavailability of resource persons, or conflict with other programs of the Department.

This Order takes effect on the dates herein specified unless reset to another date.

ATTY. ERNESTO D. ADOBO, JR., CESO I
 Undersecretary for Legal, Administration,
 Human Resources and Legislative Affairs

