



Republic of the Philippines  
Department of Environment and Natural Resources  
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OCT 15 2020

**SPECIAL ORDER**  
NO. 2020 - 396

**SUBJECT: DESIGNATION OF OFFICIALS AS IN-CHARGE, OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION AND HUMAN RESOURCES**

In the interest of the service and in view of the official travel of OIC-Assistant Secretary Ruth M. Tawantawan, CESO II on October 15-22, 2020, the following officials are hereby designated as In-Charge, Office of the Assistant Secretary for Administration and Human Resources on the following dates:

<b>DATES</b>	<b>DESIGNATED OFFICIALS</b>
October 15-16 & 19, 2020	Dir. Rolando R. Castro, Administrative Service
October 20-22, 2020	Dir. Ric G. Enriquez, Human Resource Development Service

As such, they shall perform the routine functions of the OIC-Assistant Secretary and sign/approve documents, except those pertaining to appointments/personnel movement.

This designation shall be in addition to their respective assignments as Service Director.

This Order takes effect on the dates herein specified and shall be automatically revoked upon the return from travel of OIC-Assistant Secretary Tawantawan.

  
**ROY A. CIMATU**  
Secretary

