



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

SPECIAL ORDER
No. 2020 - 409

OCT 15 2020

SUBJECT: AUTHORIZING THE CONDUCT OF ONLINE COURSE ON THE ONLINE LEAVE MANAGEMENT SYSTEM (OLMS) FOR USERS AND APPROVERS

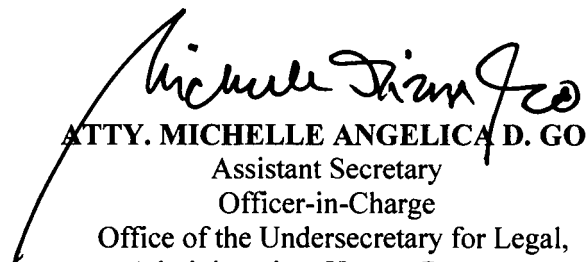
In the interest of the service and in support to the implementation of the Online Leave Management System (OLMS), the conduct of Online Course on the OLMS for Users and Approvers is hereby authorized on 15-30 October 2020 with the following learners:

All officials and employees Contract of Service personnel	-	Users
Undersecretaries Assistant Secretaries Service Directors/Project Directors Division Chiefs	-	Approvers

Access to the online course shall be sent through the official e-mail for permanent and casual employees. For contract of service personnel, they shall submit their e-mail, certified by the head of office, to the Personnel Division.

A Certificate of Completion, equivalent to four (4) training hours shall only be awarded to employees who will complete the course on or before 30 October 2020. A report shall be submitted to the undersigned on November 15, 2020.

This Order takes effect on the dates herein specified.


ATTY. MICHELLE ANGELICA D. GO
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Legal,
Administration, Human Resources
and Legislative Affairs

