



Republic of the Philippines
Department of Environment and Natural Resources
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APR 29 2021

SPECIAL ORDER

No. 2021- 220

**SUBJECT: AUTHORIZING THE CONDUCT OF LEARNING EVENT ON
EARTH MONTH: THRIVING GRACEFULLY**

In the interest of the service and in pursuant of the Department's mandate on the protection and conservation of the environment, the conduct of Learning Event on Earth Month: Thriving Gracefully is hereby authorized to be held on April 30, 2021.

The learning event shall make DENR employees be aware on how to make their stay at home during the COVID-19 pandemic safer through good in-house air quality.

The learning event shall be attended by the following DENR Central Office personnel:

NAME	OFFICE/DIVISION
1. Irene I. Armildez	Accounting Division
2. Marivic B. Hidalgo	Accounting Division
3. Evangeline F. Limyoco	Accounting Division
4. Alicia L. Mallillin	Accounting Division
5. Dina M. Nillosan	Accounting Division
6. Nelly B. Vibar	Accounting Division
7. Frederick C. Yanco	Budget Division
8. Rhodora A. Calungcagin	Budget Division
9. Amilyn S. Dantes	Budget Division
10. Priscilla T. Alconis	Budget Division
11. Conception C. Cunanan	Budget Division
12. Andrea B. Prieto	Budget Division
13. Benjamin P. Cayabyab	Budget Division
14. Alicia D. Torio	Budget Division
15. Dir. Wilfredo J. Obien	FMS

16. Milagros J. Martires	SCIS- SAEPD
17. Marinel A. Flordeliz	SCIS- SAEPD
18. Roy O. Gulane	SCIS- SAEPD
19. Julita A. Mustapha	SCIS- SAEPD
20. Raymond R. Virgino	SCIS- SAEPD
21. Rodolfo Del Pilar	SCIS- SMCRD
22. Joey E. Austria	FASPS
23. Dir. Angelito D. Fontanilla	FASPS
24. Asst. Dir. Maria Sabrina R. Cruz	FASPS
25. Rodrigo A. Cava	FASPS
26. Jeslina B. Gorospe	FASPS
27. Elma Eleria	FASPS
28. Eda B. Soriano	FASPS
29. Ofelia Mendoza	FASPS
30. Maridel Villalon	FASPS
31. Prudencio G. Aquino, Jr	FASPS
32. Evelyn Juanillo	FASPS
33. Hayde Lato	FASPS
34. Wilhelmina Diez	FASPS
35. Joselito Castilla	FASPS
36. Rosemarie L. Carbon	FASPS
37. Eufrocina Manrique	FASPS

Further, to provide guidance and direction to the organization and implementation of the learning event, the following officials and personnel are hereby assigned as follows:

- I. **Learning Event Administrator - USEC Benny D. Antiporda**
Undersecretary for Solid Waste Management, Local Government Units Concerns, and Supervising Undersecretary for Strategic Communication and Initiatives Service and Task Force Tayo ang Kalikasan
 - Oversees the preparatory activities and ensures the smooth and efficient implementation of the event.

- II. **Learning Event Managers - Dir. Ric G. Enriquez**
Director, Human Resource Development Service (HRDS)

Dir. Hiro D. Masuda
Director, Strategic Communication and Initiatives Service (SCIS)

Exec.Dir. Maria Matilda A. Gaddi
Executive Director, Task Force Tayo ang Kalikasan
(TF-Tak)

For. Wilson E. Henson
Division Chief, Training and Development Division
(TDD-HRDS)

Engr. Ernestina F. Jose
DMO IV
Section Chief, Stakeholders Management and Conflict Resolution Division
 - Monitor the overall conduct of the learning event in such a way that its objectives are met;
 - Delegate tasks and ensure that the same are being done well on time and within the budget; and
 - Provide recommendation for improvement and report to Learning Event Administrator for approval.

III. Head Coordinator - Engr. Ernestina F. Jose
DMO-IV, Section Chief
SMCRD-SCIS

Assistant Coordinator - **Franelie T. Dela Cruz**
DMO-II

- Communicates with resource persons, concerned offices and participants about learning event schedules, budget and other related information and requirements, as approved by the Learning Event Management and
- Collaborates with other team members for the effective and efficient implementation of the event.

IV. Zoom Technical - Harvy Daniel Ramirez
Project Support Officer
Louise Andrea Gonzales
Administrative Aide VI

One (1) HRDS representative

- Act as Zoom technical host/administrator and co-host responsible in managing the video teleconferencing application during the conduct of the learning event;
- Ensure that online activity works smoothly for the participants and resource persons; and
- Secure fast and reliable internet accessibility.

V. Moderator - Dexter C. Villa
DMO-II

One (1) HRDS representative

- Ensures seamless transition of activities and/or discussions and monitors the schedule as assigned; and
- Support the resource persons in facilitating learning event activities

VI. Technical Secretariat - Chelsea Bautista
April Anne Casas
Queenielyn Rodaje
Liberty C. Clamosa

- Co-Facilitate break-out group discussion and/ or activity; and
- Document the discussions per session and submit end-learning event report to the Learning Event Administrator through Event Managers.

All expenses to be incurred in the conduct of the activity, such as supplies (internet appropriations), resource persons fees and other allowable incidental costs, shall be charged against DENR Strategic Communication and Initiatives Service (SCIS) funds, subject to the usual accounting and auditing rules and regulations.

The learning event shall have four (4) training hours, and only those who will complete the required total number of training hours shall receive the Certificate of Completion

A report shall be submitted to the undersigned within (15) days after the completion of the learning event.

The SCIS Director in coordination with the HRDS Director, is authorized to amend or reschedule the activity in case of conflict with other activities of the Department or unavailability of resource persons.

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

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

