



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
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

AUG 18 2021

SPECIAL ORDER

No. 2021- 438

SUBJECT: AUTHORIZING THE CONDUCT OF WEBINAR ON RA 11032 ALSO KNOWN AS EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018

In the interest of the service and in order to strengthen the established service delivery efficiency, reduce red tape and expedite transactions in the DENR, the conduct of Webinar on RA 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018 is hereby authorized on the following schedules:

A. Basic Course: 8:00 AM – 12:00 NN

Batch 1: August 27, 2021

Name	Office
Lennie B. Castillo	OUSEC for Attached Agencies
Alvin G. Quitoriano	OUSEC for Legal, Administration, Human Resources and Legislative Affairs
Michael R. Sarmiento	OUSEC for Solid Waste Management and Local Government Units Concerns
Dylan L. Verdan	OUSEC for Special Concerns
Ranny C. Ablang	OUSEC for Enforcement
Rosario A. Cruz	OASEC for Enforcement
Archie P. Gamboa	OASEC for Field Operations-Visayas
Jannah Marielle C. Liwag	Internal Audit Service
Emmylou S. Puerta	Operations Audit Division
Wilda Crisjoy T. Savella	Management Audit Division
Aileen B. Navarro	Management Audit Division
Ma. Vanessa L. Bal	Strategic Communication & Initiatives Service
Juan Miguel S. Villanueva	Strategic Alliance & Environmental Partnership Division
Donita Rose O. Cleofas	Strategic Alliance & Environmental Partnership Division
Liberty C. Clamosa	Stakeholders Mgt & Conflict Resolution Division
Eduard Dominic D. Ocado	Development Communications Division
Gracia L. Cayno	Development Communications Division
Ruben V. Ricafort	Legal Affairs Service
Dina E. Sanay	Legal Affairs Service
Gemmalie N. Briones	Claims and Conflict Division
Juvymelle A. Bauyon	Legal Research and Opinion Division
William F. Ferrer	Legal Research and Opinion Division
Mary Emmeline F. Custodio	Investigation and Arbitration Division
Ma. Teresa G. Zamora	Investigation and Arbitration Division
Ralph Aaron E. Atienza	Litigation and Prosecution Division
Janet M. Chen	Litigation and Prosecution Division
Evangeline D. Pilac	Policy and Planning Service
Erlinda T. Villarosa	Program Monitoring and Evaluation Division
Amer Arnold B. Luminog	Policy Studies Division

Jose Henry M. Talabis	Statistics and Data Resource Mgt. Division
Archimedes John P. Madrid	Information Systems Division
Felino Don Pedro L. Austria	Information Systems Division
Grazawaski M. Mallillin	Network Infrastructure Management Division
Michael L. Pagulayan	Network Infrastructure Management Division
Hayde J. Lato	FASPS
Mary Anne E. Tena	Project Preparation Division
Emily V. Coronel	Project Monitoring and Evaluation Division
Jose T. Manuel	Project Management Division
Marilyn L. Rebadomia	Financial and Management Service
Julius Palaganas	Budget Division
Divine Grace Anor	Budget Division
Heather Joy D. Lezada	Budget Division
Paula Ong	Accounting Division
Julieta T. Lipapao	Accounting Division
Nelly B. Vibar	Accounting Division
Alicia L. Mallillin	Accounting Division
Luisito P. Estacio	Training and Development Division
Janet Lady Fe S. Sobremisana	Career Development Division
RDX A. Gildore	Personnel Division
Maria Conoel D. Esteban	Personnel Division

Batch 2: August 31, 2021

Name	Office
Katherine C. Prudente	Office of the Secretary
Jasper L. Lumagbas	Office of the Secretary
Wajie M. Francisco	OUSEC for Attached Agencies
Ramil J. Justiniado	OUSEC for Finance, Information Systems and Climate Change
Aprilyn M. Magahis	OUSEC for Legal, Administration, Human Resources and Legislative Affairs
Kristine F. Torres	OUSEC for Legal, Administration, Human Resources and Legislative Affairs
Luzviminda B. Jarne	OUSEC for Policy, Planning and International Affairs
Ma. Josefina Lynn Guazon-Torio	OASEC for Policy, Planning and Foreign-Assisted and Special Projects
Adelinda L. Manalili	OASEC for Policy, Planning and Foreign-Assisted and Special Projects
Evelyn F. Carino	OASEC for Enforcement
Manolita L. Velasco	OASEC for Enforcement
Eva Jane S. Reblora-Ligaya	OASEC for Legal Affairs
Allan Kliene P. Ligaya	OASEC for Finance, Information Systems and Mining Concerns
Angelica V. Tugade	OASEC for Field Operations-Mindanao and Legislative Affairs
Florida F. Jardin	Personnel Division
Ligaya B. Dionisio	Records Management Division
Kisha Mae F. Ibabao	Records Management Division
Jack Victor M. Nera	General Services Division
Jonathan S. Santiago	General Services Division
Ann Joanna B. Villarama	Property and Supply Management Division
Alban De Paula Cueto	Property and Supply Management Division
Lamberto S. Ramos	Property and Supply Management Division
Mark Joseph D. Antonio	Property and Supply Management Division
Zenaida R. Opena	CARP

Romnel Andrew M. Noprada	Climate Change Mainstreaming and Integration Division
Jello De Luna Ortega	Climate Change Mainstreaming and Integration Division
John Paul T. Haylo	Operations Audit Division
Jake Lorenz C. Aldovino	Management Audit Division
Joshua Jhonel M. Magcamit	Strategic Alliance and Environmental Partnership Div.
Ken Harold D. Delos Santos	Strategic Alliance and Environmental Partnership Div.
Metodio L. Estrada, Jr.	Development Communications Division
Marjun N. Jumao-as	Development Communications Division
Elizabeth F. Cruz	Development Communications Division
Anthony Manuel M. Tadlip	Legal Affairs Service
Ma. Theresa F. Terrado	Legal Affairs Service
Mylene L. Lenon	Investigation and Arbitration Division
Amado G. Cruz	Investigation and Arbitration Division
Lea Gloria A. Dela Cruz	Litigation and Prosecution Division
Iris Nicole G. Lamboon	Planning and Programming Division
Joseph C. Bautista	Planning and Programming Division
Roseanne C. Villas	Planning and Programming Division
Jamimia Abbilyn V. Sigue	Planning and Programming Division
Juvy Ann A. Dacasin	Program Monitoring and Evaluation Division
Nico Angelo A. Dalusong	Policy Studies Division
Kathleen Ann S. Dimalanta	Statistics and Data Resource Management Division
Jean B. Balancada	Statistics and Data Resource Management Division
Jerome M. Diaz	Statistics and Data Resource Management Division
Sylvia R. Espanol	Information Systems Division
Wilfredo S. Evangelista	Information Systems Division
Lenireta D. Cunanan	General Services Division

Batch 3: September 10, 2021

Name	Office
Mary Jane T. Lat	Office of the Secretary
Teofilo Alain N. Alqueza	USEC for Special Concerns
Diana P. Noble	OASEC for Administration and Human Resources
Yolanda Gigi H. Himantog	OASEC for Administration and Human Resources
Julius Caesar I. Castillo	Network Infrastructure Management Division
Christopher L. Atienza	Network Infrastructure Management Division
Rhona P. Mabilangan	Project Accounts Management Division
Carlo B. Buentipo	Project Accounts Management Division
Rianne Marie L. Mendoza	Project Accounts Management Division
Teara Constine T. Rabang	Project Preparation Division
Karlo S. Chanliongco	Project Preparation Division
Hannah Louise C. Ritual	Project Monitoring and Evaluation Division
Alma P. Estrada	Project Monitoring and Evaluation Division
Michelle I. Yu	Project Management Division
Alvin Josue L. Reyes	Project Management Division
Arriane R. Jimena	Project Management Division
Marika Joy D. Antonio	Budget Division
Mary Grace A. Ortiz	Budget Division
Allen Edward P. Vergara	Budget Division
Paul Timothy B. Vibar	Budget Division
Nancy Rose C. Reburiano	Accounting Division
Irene I. Armildez	Accounting Division
Marc Genesis C. Bauzon	Management Division
Lea Marie S. Fajardo	Management Division
Randy A. Nunez	Training and Development Division
Jesah Lou T. Cabanero	Training and Development Division

Nenzel Kate L. Kaiklian	Training and Development Division
Rev Aidrian L. Morin	Career Development Division
Pamela L. Burlat	Career Development Division
Miguel Angelo B. Dirain	Personnel Division
Honey Cell N. Pacio	Personnel Division
Ma. Margarita M. Villas	Personnel Division
Maria Teresa B. Espinol	Records Management Division
Philip Godwin V. Edralin	General Services Division
Jay B. Alconis	General Services Division
Rowena J. Almazan	Property and Supply Management Division
Ma. Leonelyn Karol V. Tabares	Strategic Alliance and Environmental Partnership Div.
Juan Miguel N. Reboton	Climate Change Mainstreaming and Integration Division
Jeffrey dela Rosa Santos	Climate Change Mainstreaming and Integration Division
Kristialuz Beatrice N. Camat	Statistics and Data Resource Management Division
Joshua O. Aguilar	Statistics and Data Resource Management Division
Corazon R. Rodriguez	Claims and Conflict Division
Herminigilda L. Gumatay	Legal Research and Opinion Division
Ellaine Richelle F. Chavez	Accounting Division
Vivialyn S. Alivio	Accounting Division
Jazon C. Crispino	Accounting Division
Marilyn F. Llamas	Accounting Division
Cheryl V. Macayan	Accounting Division
Jovan Christian R. Opena	Budget Division
Genie V. Balintec	Foreign-Assisted and Special Projects Service

Batch 4: September 29, 2021

Name	Office
Mark Anthony B. Manaog	OASEC for Field Operations-Visayas
Marius Norman B. Macalalad	Accounting Division
Wilma P. Villanueva	Accounting Division
Mary Jane S. Noble	Accounting Division
Jan Aldin S. Besa	Accounting Division
Dionito F. Cabrera, Jr.	Accounting Division
Shaira R. Dionela	Accounting Division
Carl Louie C. Quiohlag	Accounting Division
Maria Lucia Joy G. Gabriel	Accounting Division
Emerson P. Gorospe	Budget Division
Kathlene R. Valdez	Budget Division
Benjamin P. Cayabyab	Budget Division
Sheila E. Romero	Budget Division
Amilyn S. Dantes	Budget Division
Priscilla T. Alconis	Budget Division
Carla Monica M. Muan	Budget Division
Rene Anthony D. Ayson	Budget Division
Honey May DG Fabian	Management Division
Jenifer P. Santelices	Training and Development Division
Jayson B. Alconis	Personnel Division
Bryan V. Bonozo	Personnel Division
Cristobal S. Valdez, Jr.	Personnel Division
Olivia F. Bersalona	General Services Division
Alvin P. Legaspi	General Services Division
Lourie A. Oliverio	General Services Division
Ester Sarmiento	General Services Division
Gianina P. Agir	Property and Supply Management Division
Jeffrey C. Gonzales	Property and Supply Management Division

Millany M. Quezada	Property and Supply Management Division
Joseph D. Pamoceno	Property and Supply Management Division
Julie Ann Llamera	Litigation and Prosecution Division
Frederick P. Romulo	Litigation and Prosecution Division
Ricky Aristotle M. Arzadon	Litigation and Prosecution Division
Paul Bryan F. Limyoco	Investigation and Arbitration Division
Leni A. Garcia	Legal Research and Opinion Division
Marites A. Tamayo	Legal Research and Opinion Division
Myrna C. Balatayo	Claims and Conflict Division
Melvin B. Soriano	Development Communications Division
Louise Andrea C. Gonzales	Stakeholders Management and Conflict Resolution Div.
Marinel A. Flordeliz	Strategic Alliance and Environmental Partnership Div.
Maria Angelica Y. Cezar	Information Systems Division
Joshua E. Vallejos	Records Management Division
Justo C. Neyra, Jr.	Records Management Division
Carlo C. Fajardo	Training and Development Division
Francesca G. Ymata	Training and Development Division
Carlo Alfonso A. Sarte	Career Development Division
Cedric Froi A. Santos	Career Development Division
Laarni V. Marciano	Project Monitoring and Evaluation Division
Maritess P. Romena	Project Monitoring and Evaluation Division
Carina C. Manlapaz	Project Monitoring and Evaluation Division

Batch 5: *October 8, 2021*

Name	Office
Anieflor S. Ellero	Climate Change Service
James F. Simon	Public Information Division
Maylene D. Ibardolasa	Public Information Division
Mark Vincent C. Yngente	Internal Affairs Division
Maricris C. Ortega	Claims and Conflict Division
Rachel B. Princillo	Claims and Conflict Division
Alberto B. Ellema, Jr.	Investigation and Arbitration Division
Leo Syed R. Pablo	Investigation and Arbitration Division
Rolly M. Almoradie, Jr.	Litigation and Prosecution Division
Manuel Aurelio C. Trampe	Litigation and Prosecution Division
Johan Keith Nelson B. Gorospe	Planning and Programming Division
Maria Theresa T. Lumdang	Planning and Programming Division
Maybele A. Umbrero	Program Monitoring and Evaluation Division
Fretziel G. Catugda	Program Monitoring and Evaluation Division
Nehemiah Leo Carlo B. Salvador	Policy Studies Division
Mary Lou L. Retos	Policy Studies Division
Ma. Theresa V. Legaspi	Statistics and Data Resource Management Division
Aura Venia Dela Torre Rayala	Statistics and Data Resource Management Division
Mylene Bucoy	Information Systems Division
Nizethal A. Matias	Project Accounts Management Division
Wilhelmina C. Diez	Foreign-Assisted and Special Projects Service
Leilani N. De Jesus	Project Accounts Management Division
Isabel D. Salas	Project Preparation Division
Jekk Mickale H. Paderes	Project Preparation Division
Nimozenie I. Magleo	Project Monitoring and Evaluation Division
Aldus T. Agnar	Project Monitoring and Evaluation Division
Joel B. Abunda	Project Management Division
Marianica Philina L. Obmerga	Project Management Division

Mary June D. Aliwalas	Budget Division
Marlyn G. Baltazar	Budget Division
Emily N. Castillo	Budget Division
Elise Roxanne O. Brozas	Accounting Division
Francis Jan V. Castro	Accounting Division
Ira Chris T. Savella	Accounting Division
Caroline B. Mahusay	Management Division
Valerie P. Maglente	Management Division
Inghrid S. Busa	Human Resource Development Service
Carlos A. Bartolata, Jr.	Training and Development Division
Audrey T. Rosete	Training and Development Division
Liren C. De Guzman	Career Development Division
Arlene A. Amores	Career Development Division
Michelle T. Regalado	Personnel Division
Charie May C. Taripe	Personnel Division
Milagros L. Franco	Records Management Division
Edna A. Asuncion	Records Management Division
Jeffrey Bancifra	General Services Division
Paul Anthony E. Billones	General Services Division
Conrado D. Zamora	GSD-ENR Academy
Anna Genalin D. Papina	Property and Supply Management Division
Digna S. Cases	Property and Supply Management Division

Batch 6: October 22, 2021

Name	Office
Farida F. Flaviano	OUSEC for Attached Agencies
Imelda F. Matubis	OUSEC for Finance, Info Systems and Climate Change
Janela de Leon Bailon	OUSEC for Legal, Administration, Human Resources and Legislative Affairs
Joselito O. Eyala	OUSEC for Field Operations and Environment
Roderick T. Anchuelo	OUSEC for Field Operations and Environment
Arnold D. Sandoval	OUSEC for Solid Waste Management and LGU Concerns
Eumir M. Nalda	OUSEC for Mining and Muslim Affairs
Ma. Carina A. Jarabe	OUSEC for Special Concerns
Ellaine C. Delos Reyes	OUSEC for Enforcement
Jefferson G. Cruz	OASEC for Enforcement
Estela Azucena S. De Guzman	OASEC for Field Operations-Visayas
Reina Frances Requieron	OASEC for Finance, Info Systems and Mining Concerns
Ma. Victoria T. Somera	OASEC for FO-Mindanao and Legislative Affairs
Teodoro E. Gandeza	OASEC for FO-Mindanao and Legislative Affairs
Marisol M. Gaurana	Task Force Tayo and Kalikasan
Kathleen Dominique R. Cornejo	Climate Change Mainstreaming and Integration Division
Micah S. De Leon	Climate Change Mainstreaming and Integration Division
Joan Frances J. Flores	Climate Change Mainstreaming and Integration Division
Marie Vel A. Gaerlan	Climate Change Mainstreaming and Integration Division
Rolando O. Abad, Jr.	Climate Change Information and Technical Support Div.
Carl Louie Santiago	Climate Change Information and Technical Support Div.
Thom Cedric Q. Fernando	Operations Audit Division
Merry Nor S. Capati	Management Audit Division
Joseph Anthony C. Gascon	Strategic Alliance and Environmental Partnership Div.
Chester Paul D. Torio	Strategic Alliance and Environmental Partnership Div.
Dexter C. Villa	Strategic Alliance and Environmental Partnership Div.
Franelie T. Dela Cruz	Stakeholders Management and Conflict Resolution Div.
Antonio P. Nate, Jr.	Stakeholders Management and Conflict Resolution Div.

Mari Claire T. Miguel	Development Communications Division
Andrea Ana P. Sarian	Development Communications Division
Martina Evangeline Gabriellie R. Constantino	Development Communications Division
Kerby M. Pajarillo	Development Communications Division
Princilla A. Obnial	Public Information Division
Cathreen Gem C. Tanyag	Public Information Division
Maria Clarissa S. Silvestre-Balbas	Claims and Conflict Division
Primo Carlo P. Saraos	Claims and Conflict Division
Camille Del Rosario Adalen	Investigation and Arbitration Division
Christopher P. Eusebio	Investigation and Arbitration Division
Rene C. Orallo	Litigation and Prosecution Division
Rocky F. Casimiro	Litigation and Prosecution Division
Genevieve G. Manuel	Planning and Programming Division
Ma. Leanna M. Manubag	Planning and Programming Division
Cherry Winsom F. Holgado	Policy Studies Division
Maria Theresa M. Enriquez	Policy Studies Division
Rose Anne S. Escudero	Statistics and Data Resource Management Division
Mark Allan R. Francisco	Information Systems Division
Dina Grace A. Santos	Project Accounts Management Division
John Darren M. Chua	Project Preparation Division
Concepcion C. Cunanan	Budget Division
Katrina Rose M. Agulto	Accounting Division

B. Advanced Course: SG 18 – 24 - 8:00 AM – 5:00 PM

Batch 1: November 16, 2021

Name	Office
Orencio D. Jeruta	Office of the Secretary
Bernadette M. Felix	OUSEC for Attached Agencies
April Rose G. Mansueto	OUSEC for Finance, Info Systems and Climate Change
Luigi Antonio B. Tungpalan	OUSEC for Legal, Administration, Human Resources and Legislative Affairs
Carina L. Labastilla	OUSEC for Policy, Planning and International Affairs
Rommel S. Baybayon	OUSEC for Field Operations and Environment
Roberto A. Oliveros	OUSEC for Mining and Muslim Affairs
Carl Anthony M. Del Rosario	OUSEC for Indigenous Peoples Affairs and Mindanao Environmental Priority Projects
Lani T. Palmones	OUSEC for Special Concerns
Antoinette Q. De Leon	OUSEC for Enforcement
Roberto M. Aguda	OASEC for Policy, Planning and Foreign-Assisted and Special Projects
Ma. Laila A. Taoingan	OASEC for Legal Affairs
Alvin D. Gatabonton	OASEC for Field Operations-Visayas
Catherine C. Pagkatipunan	OASEC for Field Operations-Mindanao and Legislative Affairs
Joseph Luke C. Crisostomo	OASEC for Field Operations-Luzon
Raquel G. Maale	Manila Bay Coordinating Office
Susan Ruth R. Nool	Climate Change Mainstreaming and Integration Division
Albert Magalang	Climate Change Information and Technical Support Div.
Cristina S. Rosario	Management Audit Division
Mabel F. Coloma	Operations Audit Division
Raymond R. Virgino	Strategic Alliance and Environmental Partnership Div.
Julie G. Ibulan	Stakeholders Management and Conflict Resolution Div.
Adona S. Bermillo	Development Communication Division

Maria Rainelda Rosario D. Ferraris	Public Information Division
Lozemilla C. Yumang	Legal Affairs Service
Rosanne B. Turingan	Zero Backlog Task Force
Aventino S. Gopico, Jr	Claims and Conflicts Division
Camilo D. Garcia	Legal Research and Opinion Division
Geraldine D. Ramos	Investigation and Arbitration Division
Karren Cecil P. Lofranco	Litigation and Prosecution Division
Illac G. Bohol	Legal Crisis Prevention and Management Division
Lariza S. Ramos	Planning and Programming Division
Llarina S. Mojica	Program Monitoring and Evaluation Division
Venerando U. Garcia	Policy Studies Division
Antonio S. Bautista, Jr.	Information Systems Division
Elizar S. Cantuba	Network Infrastructure Management Division
Joey E. Austria	Foreign-Assisted and Special Projects Service
Imelda R. Dela Cruz	Project Accounts Management Division
Conrado A. Bravante, Jr.	Project Preparation Division
Jeslina B. Gorospe	Project Monitoring and Evaluation Division
Eddie B. Abugan, Jr.	Project Management Division
Maybel . Mangubos	Budget Division
Dina M. Nillosan	Accounting Division
Evelyn G. Nillosan	Management Division
Wilson E. Henson	Training and Development Division
Dexter M. Tindoc	Career Development Division
Miriam M. Marcelo	Personnel Division
Jane G. Bautista	Records Management Division
Guillermo V. Estipona, Jr.	General Services Division
Gilbert C. Mondroy	Property and Supply Management Division

Batch 2: November 23, 2021

Name	Office
Albert R. Edu	Office of the Secretary
Sim C. Flores	OUSEC for Attached Agencies
Yggdrasil Ana J. Ballesteros	OUSEC for Legal, Administration, Human Resources and Legislative Affairs
Loreta Z. Basilio	OUSEC for Policy, Planning and International Affairs
Miguel Antonio A. Lavina	OUSEC for Field Operations and Environment
Monaliza C. Omictin	OUSEC for Special Concerns
Michelle D. Gumangan	OASEC for Policy, Planning and Foreign-Assisted and Special Projects
Maureen N. Reyes	OASEC for Field Operations-Visayas
Vermon D. Timbas	OASEC for FO-Mindanao and Legislative Affairs
Ma. Gerarda Asuncion D. Merilo	Climate Change Information and Technical Support Div.
Queen Sroges Rochelle	Management Audit Division
Julita A. Mustapha	Strategic Alliance and Environmental Partnership Div.
Ernestina F. Jose	Stakeholders Management and Conflict Resolution Div.
Maria Madeline P. Dela Pena	Development Communication Division
Philharks S. Que	Public Information Division
Joey L. Salamania	Zero Backlog Task Force
Rosette S. Ferrer	Internal Affairs Division
Kristine D. Aquino	Claims and Conflicts Division
Jessie M. Banas	Legal Research and Opinion Division
Kevin Crust B. Groyon	Investigation and Arbitration Division
Donald Dwight A. Omega	Litigation and Prosecution Division
Bianca G. Pagalilaunan	Legal Crisis Prevention and Management Division
Thelma C. Alcaraz	Planning and Programming Division

Rita D. Flordeliz	Program Monitoring and Evaluation Division
Marlyn C. Arzaga	Policy Studies Division
Ariel P. Catindig	Statistics and Data Resource Management Division
Elizabeth L. Arcinas	Information Systems Division
Eugene C. De Guzman	Network Infrastructure Management Division
Susan F. Castilla	Project Accounts Management Division
Evelyn M. Juanillo	Project Preparation Division
Ma. Alma P. Segui	Project Preparation Division
Elma M. Eleria	Project Monitoring and Evaluation Division
Moonyeen Eufrocina S. Manrique	Project Management Division
Christina F. Zabala	Budget Division
Alicia D. Torio	Budget Division
Marivic B. Hidalgo	Accounting Division
Nenita L. De Leon	Accounting Division
Mario Bernabe R. Contreras	Management Division
Elvira C. Bobis	Management Division
Bernardita S. Tubang	Training and Development Division
Angelita E. Tolentino	Training and Development Division
Claro M. Aquino	Career Development Division
Dolores P. Tuason	Personnel Division
Memorie Jinggy F. Toledo	Personnel Division
Jocelyn B. De Layola	Records Management Division
Maribel D. Garcia	Records Management Division
Carolina A. Lopez	General Services Division
Jaime F. Jacobo	General Services Division
Vilma Luisa R. Ferrer	Property and Supply Management Division
Zenaida V. Gutierrez	Property and Supply Management Division

Attendance in the basic course and advanced course will have an equivalent of four (4) and eight (8) training hours, respectively.


Those who fail to attend the learning event shall be required to explain in writing within forty-eight (48) hours to the Office of the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, thru the Training and Development Division (TDD), upon receipt of a memorandum from the Human Resource Development Service (HRDS) on this matter.

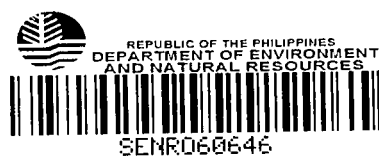
An end-of-learning report shall be submitted within fifteen (15) working days after the conduct of batch 6 of the basic course and after the batch 2 of the advanced course.

All expenses to be incurred shall be charged against the funds of the TDD-HRDS.

The Assistant Secretary for Administration and Human Resources is authorized to reschedule the activity, thru a memorandum, in case of conflict of schedules or unavailability of resources persons.

This Order takes effect on the dates herein specified, unless rescheduled.


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



SENRO60646