



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

NOV 17 2021

SPECIAL ORDER

No. 2021- 644

SUBJECT: DESIGNATION OF SUPERVISING ADMINISTRATIVE OFFICER JOCELYN B. DE LAYOLA AS OIC CHIEF, RECORDS MANAGEMENT DIVISION, ADMINISTRATIVE SERVICE


In the interest of the service and in view of the compulsory retirement of Ms. Jane G. Bautista effective 20 November 2021, Supervising Administrative Officer Jocelyn B. De Layola is hereby designated as OIC Chief, Records Management Division, Administrative Service.

As such, she shall act on documents and perform the duties and responsibilities appurtenant to her designation pursuant to the DENR Manual of Authorities. She shall be entitled to claim Representation and Transportation Allowance (RATA) and all other emoluments on reimbursable basis, subject to existing accounting and auditing rules and regulations.

She shall clear herself of all work, property and financial accountabilities in her present assignment before assumption to duty as OIC, RMD. She shall inform the undersigned in writing, through the Director, Human Resource Development Service of her compliance with this Order for record purposes.

This Order shall take effect immediately and supersedes all orders inconsistent herewith.

By Authority of the Secretary:


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

