



**SPECIAL ORDER**  
No. 2021- 678

OCT 28 2021

**SUBJECT: AUTHORIZING THE CONDUCT OF WORKSHOP ON REVIEW AND ASSESSMENT OF ACCOMPLISHMENTS OF THE OFFICE OF THE SECRETARY ON OCTOBER 28-30, 2021 IN LOS BAÑOS, LAGUNA**

In the interest of the service and in order to assess the accomplishments of the Office of the Secretary, the conduct of a Workshop on the Review and Assessment of the Accomplishments of the Office of the Secretary is hereby authorized on October 28-30, 2021 in Los Baños, Laguna.

The following officials and personnel of the Office of the Secretary is authorized to participate:

Participants	Position
1. Atty. Wilfredo B. Saraos	Consultant
2. Orencio Jeruta	Executive Assistant IV
3. Albert Ed	Senior Administrative Assistant V
4. Reynaldo Edu	Intelligence Officer
5. Jane Tagal	Land Management Officer I
6. Katherynne Prudente	Administrative Assistant V
7. Antonio Guray	Consultant
8. Emmanuel Artuz	Driver/Mechanic
9. Jose Vinoya	Technical Assistant
10. Jonathan Tadeo	Technical Assistant
11. Florencio Andaya	Driver/Mechanic
12. Mario Andaya	Driver/Mechanic
13. Danilo Alvarez	Administrative Assistant VI
14. Jasper Lumagbas	Photographer IV
15. Claudine Neyra	Database Management Officer
16. Gerald Pormarejo	Back up Rider
17. Jonathan Pacle	Back Up Rider
18. Pidorf Cimat	Captain
19. Rizalino Ablang	Driver

All expenses to be incurred in the activity shall be charged to OSEC funds to be downloaded to DENR-PENRO Laguna, subject to the usual accounting and auditing rules and regulations.

The OSEC is authorized to issue an advisory memorandum in case of changes in venue and date of workshop due to conflict with other activities of DENR.

A report shall be submitted to the undersigned, through the HRDS-TDD, fifteen (15) working days after the conduct of the event.

This Order shall take effect on the dates specified herein.

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

