



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

MAR 23 2022

SPECIAL ORDER

No. 2022- 204

**SUBJECT: ADDITIONAL FUNCTIONS OF DEVELOPMENT
MANAGEMENT OFFICER II APRIL ANNE P. CASAS TO
THE OFFICE OF THE ASSISTANT SECRETARY FOR
ADMINISTRATION AND HUMAN RESOURCES**

In the interest of service, Development Management Officer II April Anne P. Casas is hereby instructed to perform functions at the Office of the Assistant Secretary for Administration and Human Resources in addition to her current duties and responsibilities.

As such, she shall assist, coordinate, and execute instructions of the Assistant Secretary for Administration and Human Resources in ensuring the smooth day-to-day operations of the Office. She shall assist the Assistant Secretary during meetings, coordinate with head of offices/focal persons, and act on documents as deemed necessary.

She shall inform the undersigned in writing, through channels, of her compliance with this Order.

This Order shall take effect immediately.


JIM C. SAMPULNA, *CESO I*
Acting Secretary

