



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

MAR 17 2022

SPECIAL ORDER

No. 2022 - 241

SUBJECT : AUTHORIZING THE CONDUCT OF AN ORIENTATION AND PILOT TEST OF THE ONLINE LEAVE MANAGEMENT SYSTEMS (OLMS)

In the interest of the service and in order to orient the Department's personnel on the new Online Leave Management Systems (OLMS), the personnel under the following offices are hereby authorized to attend the orientation via Zoom Cloud Meetings:

Office	Schedule
Personnel Division	March 17, 2022 – 1:30 PM
Career Development Division Training and Development Division Office of the Director, HRDS	March 18, 2022 – 1:30 PM
Information Systems Division Network Infrastructure Management Division	March 22, 2022 – 9:30 AM
Statistics and Data Resource Management Division Office of the Director, KISS	March 22, 2022 – 9:30 AM
Accounting Division	March 28, 2022 -1:30 PM
Budget Division	March 28, 2022 -1:30 PM
Management Division Office of the Director, FMS	29 March 9:30 AM
Internal Audit Service	29 March 9:30 AM
Climate Change Service	29 March 9:30 AM
Project Management Division Project Accounts Management Division Office of the Director, FASPs	29 March 1:30 PM
Project Preparation Division Project Monitoring and Evaluation Division	29 March 1:30 PM
Planning and Programming Division Policy Studies Division Program Monitoring and Evaluation Division Office of the Director, PPS	30 March 9:30 AM
Internal Affairs Division Investigation and Arbitration Division	30 March 1:30 PM
Litigation and Prosecution Division Legal Research and Opinion Division	30 March 1:30 PM
Legal Crisis Prevention and Management Division Office of the Director, Legal Affairs Service	30 March 1:30 PM

Zero Backlog Task Force General Santos Cancellation and Reversion Team	30 March 1:30 PM
Public Information Division Stakeholders Management and Conflict Resolution Division Office of the Director, SCIS	31 March 1:30 PM
Development Communication Division Strategic Alliance and Environmental Partnership Division	31 March 1:30 PM
Environmental Law Enforcement and Protection Service Quality Management System Office	1 April 9:30 AM
Office of the Undersecretary for Legal, Administration, Human Resources & Legislative Affairs Office of the Undersecretary for Enforcement, Solid Waste Management, Local Government Units Concern and Attached Agencies	4 April 1:30 PM
Office of the Undersecretary for Policy, Planning and International Affairs Office of the Undersecretary for Field Operations – Luzon, Visayas and Environment Office of the Undersecretary for Finance, Information Systems and Climate Change	4 April 1:30 PM
Office of the Assistant Secretary for Enforcement, Solid Waste Management, Local Government Units Concern and Attached Agencies Office of the Assistant Secretary for Finance, Information Systems and Mining Concerns Office of the Assistant Secretary for Field Operations- Western Mindanao Office of the Assistant Secretary for Administration and Human Resources Office of the Assistant Secretary for Field Operations - Eastern Mindanao	5 April 9:30 AM
Office of the Assistant Secretary for Field Operations – Luzon Office of the Assistant Secretary for Field Operations – Visayas and Legislative Affairs Office of the Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects Office of the Assistant Secretary for Legal Affairs	5 April 9:30 AM
CARP Task Force - Tayo ang Kalikasan Commission on Audit – Contract of Service Civil Service Commission Field Office– Contact of Service	1 April 9:30 AM
River Basin Control Office Manila Bay Coordinating Office Action Center	1 April 1:30 PM
Office of the Secretary	5 April 1:30 PM

Office of the Chief of Staff Office of the Head Executive Assistant	
Office of the Director, Administrative Service General Services Division	6 April 1:30 PM
Property and Supply Management Division Records Management Division	6 April 9:30 AM

Representatives

Information Systems Division
Network Infrastructure Management
Division

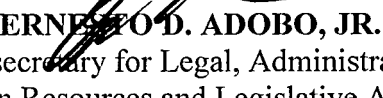
Resource Persons:
Personnel Division

The Assistant Secretary for Administration and Human Resources is authorized to reschedule the workshop in case of unavailability of resource persons or conflict with other activities of the Department.

Related expenses incurred in the conduct of this activity shall be charged against HRDS funds, subject to the existing accounting and auditing rules and regulations.

A report shall be submitted to the undersigned within fifteen (15) days upon completion of the activity.

This Order shall take effect on the dates specified herein.


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

