



Republic of the Philippines  
Department of Environment and Natural Resources  
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**SPECIAL ORDER**  
No. 2022 - 277

APR 19 2022

**SUBJECT: AUTHORIZING THE CONDUCT OF THE LEARNING  
EVENT ON EFFECTIVE TECHNICAL WRITING AND  
COMPLETED STAFF WORK (BASIC)**

In the interest of the service and to enhance the competencies of the employees of the Department, the conduct of the Learning Event on Effective Technical Writing and Completed Staff Work (Basic) on 19-22 April 2022 at the Mines and Geosciences Bureau, New Building, Conference Room, Quezon City, is hereby authorized.

The following personnel are authorized to attend:

**Learners:**

- |                              |   |
|------------------------------|---|
| 1. Amer Arnold Luminog       | Policy and Planning Service                     |
| 2. Erlinda T. Villarosa      | Policy and Planning Service                     |
| 3. Mary Jane S. Noble        | Financial and Management Service                |
| 4. Shaira R. Dionela         | Financial and Management Service                |
| 5. Rose Ann B. Ramos         | Financial and Management Service                |
| 6. Flordeliza I. Dolojan     | Financial and Management Service                |
| 7. Joelena E. Leonor         | Financial and Management Service                |
| 8. Anne Rhea B. Villarama    | Financial and Management Service                |
| 9. Vijay D.M. Palicpic       | Financial and Management Service                |
| 10. Benjamin P. Cayabyab     | Financial and Management Service                |
| 11. Pamela L. Florenosos     | Financial and Management Service                |
| 12. Ivane M. Vinluan         | Financial and Management Service                |
| 13. Hayde J. Lato            | Foreign Assisted and Special Projects Service   |
| 14. Liberty C. Clamosa       | Strategic Communication and Initiatives Service |
| 15. Rodolfo M. Del Pilar     | Strategic Communication and Initiatives Service |
| 16. Paul Bryan F. Limyoco    | Legal Affairs Service                           |
| 17. Jhosua E. Vallejos       | Administrative Service                          |
| 18. Kishia Mae P. Ibabao     | Administrative Service                          |
| 19. Milanny M. Quezada       | Administrative Service                          |
| 20. Antonio B. Zipagan       | Administrative Service                          |
| 21. Gianina P. Agir          | Administrative Service                          |
| 22. Justo C. Neyra Jr.       | Administrative Service                          |
| 23. Ronnel Andrew M. Noprada | Climate Change Service                          |
| 24. Juan Miguel N. Reboton   | Climate Change Service                          |

25. Jeffrey D. Santos  
26. Harold D. Bayan  
27. Jan Michael Campued  
28. Luisito P. Estacio  
29. Myrene G. Tarlac  
30. Luzviminda Jarne

Climate Change Service  
Human Resource Development Service  
Human Resource Development Service  
Human Resource Development Service  
Human Resource Development Service  
Office of the Undersecretary for Policy,  
Planning and International Affairs

All expenses to be incurred relative to the conduct of the learning event shall be charged against HRDS funds, subject to the usual accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend the date of the said activity in case of conflict with other activities of the Department or unavailability of the resource persons/subject matter experts. Moreover, the Human Resource Development Service -Training and Development Division shall be responsible for the implementation of the event.

A report shall be submitted to the undersigned within fifteen (15) days after the event.

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

