

Republic of the Philippines
Department of Environment and Natural Resources
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MAY 13 2022

SPECIAL ORDER

No. 2022 - 347

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

In the interest of the service and to enhance the organizational competencies of all employees in the Department, the conduct of the Learning Event on Effective Technical Writing and Completed Staff Work (Intermediate) on May 17-20, 2022, at 3rd Floor, Function Hall, Multi-purpose Building, Mines and Geosciences Bureau, Quezon City, is hereby authorized.

The following personnel are authorized to attend:

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| 1. Roseanne C. Villas | Policy and Planning Service |
| 2. Valerie P. Maglente | Financial and Management Service |
| 3. Lea Marie Fajardo-Blas | Financial and Management Service |
| 4. Kathlene R. Valdez | Financial and Management Service |
| 5. Allen Edward P. Vergara | Financial and Management Service |
| 6. Caroline B. Mahusay | Financial and Management Service |
| 7. Mark Allan R. Francisco | Knowledge and Information Systems Service |
| 8. Aura Venia D. Rayala | Knowledge and Information Systems Service |
| 9. Kristialuz Beatrice N. Camat | Knowledge and Information Systems Service |
| 10. Karlo S. Chanliongco | Foreign Assisted and Special Projects Service |
| 11. Ronnel Andrew M. Noprada | Climate Change Service |
| 12. Robelyn T. Ceballo | Strategic Communication and Initiatives Service |
| 13. Cathreen Gem C. Tanyag | Strategic Communication and Initiatives Service |
| 14. Mark Vincent C. Yngente | Legal Affairs Service |
| 15. Maricris O. Dayrit | Legal Affairs Service |
| 16. Josephine A. Rebebes | Legal Affairs Service |
| 17. Lea Gloria A. Dela Cruz | Legal Affairs Service |
| 18. Diane G. Ibias | Administrative Service |
| 19. Ann Joana B. Villarama | Administrative Service |
| 20. Shirley C. Latoja | Human Resource Development Service |
| 21. Audrey T. Rosete | Human Resource Development Service |
| 22. Inghrid S. Busa | Human Resource Development Service |
| 23. Revihilda V. Cendaña | Office of the Secretary |
| 24. Farida F. Flaviano | Office of the Secretary |
| 25. Analyn Domingo | Office of the Secretary |
| 26. Diane P. Noble | Office of the Undersecretary for Finance, Information Systems and Climate Change |

27. Everly J. Guerrero

Office of the Assistant Secretary for Field Operations –
Western Mindanao
Legislative Liaison Office


28. Ma. Victoria T. Somera

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 in the administration and facilitation of the event's flow and processes.

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. MICHELLE ANGELICA D. GO
Officer-in-Charge

Office of the Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs

