



Republic of the Philippines  
Department of Environment and Natural Resources  
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AUG 16 2022

**SPECIAL ORDER**

No. 2022- 605

**SUBJECT: AUTHORIZING THE ATTENDANCE OF SOME RECORDS MANAGEMENT DIVISION PERSONNEL IN THE REGIONAL SEMINAR-WORKSHOP ON THE ESTABLISHMENT OF RECORDS CENTER AND ARCHIVAL SYSTEM OFFERED BY NATIONAL ARCHIVES OF THE PHILIPPINES (NAP)**

In the interest of the service and as part of the continuing capacity development of DENR personnel, the following Records Management Division personnel are hereby authorized to attend the Regional Seminar-Workshop on the Establishment of Records Center and Archival System offered by the National Archives of the Philippines (NAP) on September 13-15, 2022 at the Hotel Dominique, Tagaytay City:

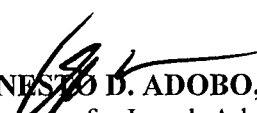
Name	Position/ Designation
Milagros L. Franco	Administrative Officer IV
Marisol M. Gaurana	Administrative Officer IV

All expenses to be incurred in connection with their attendance in the course, including the registration fee per participant, shall be charged against AS funds, subject to the existing accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend this Special Order through a Memorandum in case of changes/ addition of participants and conflict in the event schedule.

The abovementioned personnel shall submit an Individual Learning Report to the Office of the Undersecretary for Legal, Administration, Human Resources and Legislative Affairs through the Training and Development Division, Human Resource Development Service, seven (7) days after completion of the event.

This Order takes effect on the dates herein specified.

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

