



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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SEP 28 2022

**SPECIAL ORDER**

No. 2022 - 694

**SUBJECT: AUTHORIZING ATTY. CLEO D. SABADO-ANDRADA TO ATTEND THE MASTER IN NATIONAL SECURITY ADMINISTRATION (MNSA) PROGRAM REGULAR COURSE 58 FOR THE ACADEMIC YEAR 2022-2023 UNDER THE DENR SCHOLARSHIP PROGRAM**

In line with the goal to develop the competencies, values and skills of key officials (and national security leaders) in the formulation and implementation of policies related to national, regional, and global security, Atty. Cleo D. Sabado-Andrada, OIC Assistant Regional Director for Management Services, DENR-Cordillera Administrative Region, is hereby authorized to attend the Master in National Security Administration (MNSA) Program Regular Course (RC) 58 of National Defense College of the Philippines (NDCP) for the Academic Year 2022-2023 through blended delivery mode of synchronous and asynchronous learning starting 03 October 2022.

Under the MNSA Program, Atty. Andrada shall receive her full salary and be entitled to privileges and other personnel benefits enjoyed by DENR officials and/or employees, including Representation and Transportation Allowance (RATA) in accordance with the National Budget Circular No. 548, May 15, 2013. She is likewise entitled to reimburse actual expenses for books, supplies, course related field trips, graduation, and the actual traveling expenses from provincial residence to the NDCP and vice versa during academic breaks, subject to existing scholarship guidelines, accounting and auditing rules and regulations. She is also entitled to monthly stipend, full cost of the accommodation at the NDC Student Dormitory, the Global Security and Development Studies (GSDS), and the research/thesis writing expenses.

Under this Order, she shall:

1. Clear herself of all work, money and property accountabilities from present assignment and submit a copy thereof to the Human Resource Development Service (HRDS);
2. Sign a Scholarship Service Obligation Contract;
3. Submit progress report and required scholarship documents regularly to the HRDS and her immediate supervisor;
4. Submit a scholarship report to this Office, her immediate supervisor and Head of Office, within fifteen (15) days upon return to her official station;
5. Must complete the program within the duration of the grant. Completion shall mean graduation with the degree of Master in National Security Administration;
6. Serve DENR for a period of two (2) years reckoned from the date of completion of the MNSA program; and,
7. Refund automatically, all expenses incurred in connection with the scholarship grant including salaries, allowances, bonuses and other benefits during the period of scholarship, subject to provisions of the Service Obligation Contract.

This Order shall take effect for the duration of the grant only.

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

