



Republic of the Philippines
Department of Environment and Natural Resources

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OCT 13 2022

SPECIAL ORDER

No. 2022 - 701

SUBJECT : AUTHORIZING THE CONDUCT OF STRATEGIC PLANNING AND PERFORMANCE ASSESSMENT WORKSHOP OF THE OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION AND LEGISLATIVE AFFAIRS (OASALA), OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICE (ODAS), RECORDS MANAGEMENT DIVISION (RMD), AND DENR PROJECT H.O.P.E. ON OCTOBER 13-15, 2022 IN BATAAN

In the interest of the service and in line with the continual effort to institutionalize improvement in the department specifically to promote effective performance of all personnel, the conduct of Strategic Planning and Performance Assessment Workshop of the Office of the Assistant Secretary for Administration and Legislative Affairs, Office of the Director for Administrative Service, Records Management Division and DENR Project H.O.P.E. on October 13-15, 2022 in Bataan is hereby authorized to be participated in by the following:

Assistant Secretary Joan A. Lagunda, MNSA	- OASALA
Dir. Rolando R. Castro	- ODAS
OIC-Chief Jocelyn B. De Layola	- RMD/ Project H.O.P.E.
Edna A. Asuncion	- RMD
Rosalinda B. Carando	- RMD
Alejandro Dela Cruz, Jr.	- RMD
Ligaya B. Dionisio	- RMD
Milagros L. Franco	- RMD
Maribel D. Garcia	- RMD
Kishia Mae. F. Ibabao	- RMD
Ramil C. Mangubos	- RMD
Jhosua E. Vallejos	- RMD
Jobelle D. Munsod	- OASALA
Angelica V. Tugade	- OASALA
Analyn P. Torres	- OASALA
Secretariat/ Support Staff	
Anna Teresa S. Fernandez	- Secretariat
Vann S. Llamera	- Secretariat
Veronica D. Regalado	- Secretariat
Maylyn A. Solis	- Secretariat
Ricardo I. Catapang	- Secretariat
Olivia C. Martinez	- Documenter
Katherine P. Petallano	- Documenter
Josefina T. Sta. Ana	- Assistant Facilitator


Meligyn A. Zipagan
Representative/ Facilitator
Representative/ Facilitator
Chauffeurs (4)

- Assistant Facilitator
- PENRO Bataan
- TDD-HRDS

All expenses to be incurred in this activity shall be charged against DENR funds (OASALA and RMD) to be downloaded to PENRO Bataan, DENR Region 3, subject to the existing accounting and auditing rules and regulations.

The attendance of the participants and the secretariat to the workshop shall be on official time. The Assistant Secretary for Administration and Legislative Affairs is authorized to amend the date of the said activity in case of conflict with other activities of the Department. A report shall be submitted to the undersigned within fifteen (15) days upon the completion of activity.

This order takes effect on the dates specified herein.


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

