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SPECIAL ORDER
No. 2022- 784

SUBJECT: AMENDING SPECIAL ORDER NO. 2021-450 ON THE CREATION OF ASSESSMENT COMMITTEE TO EVALUATE QUALIFICATIONS OF APPLICANTS FOR THE PORTFOLIO ASSESSMENT FOR THE CAREER EXECUTIVE SERVICE (PACES) ELIGIBILITY PROCESS

In the interest of service and to strengthen support on the enhancement of managerial competence and career development of DENR third level officials, the composition of the DENR Portfolio Assessment for the Career Executive Service Assessment Committee (DPAC) pursuant to Special Order No. 2021-450 is hereby amended as follows:

The Undersecretary supervising Human Resource Development Service (HRDS)	Chairperson
The Assistant Secretary supervising HRDS	Vice-Chairperson
The Director, HRDS	Member
The Director, Legal Affairs Service	Member
DENR Association of Career Executives Representative (CESO and at least a holder of a Director IV position)	Member
Office of the Secretary Representative (At least a holder of a 2 nd level permanent position)	Member

The DENR PACES Committee shall have the following functions:

1. Screen and evaluate applications based on requirements submitted;
2. Submit to the Secretary its findings and recommendations for consideration/approval;
3. Report the progress of the applications in the eligibility process and give appropriate feedback to the Secretary on the Performance Validation results; and
4. Perform other related functions as may be necessary to achieve the purpose for which the committee was created.

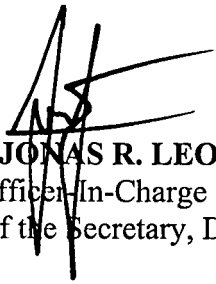
Members of the DPAC may nominate one (1) alternate representative who shall be authorized to attend meetings and sign relevant documents.

Secretariat Services shall be provided by the Career Development Division-Human Resource Development Service (CDD-HRDS) personnel with the following functions:

1. Conduct initial screening based on submitted proofs of qualifications and documentary requirements of the applicant pursuant to CESB Resolution No. 1579 and DENR Memorandum Circular No. 2022-06;
2. Inform the applicant of the incomplete proofs of qualifications and/or requirements or ineligibility;
3. Present the complete qualifications and documentary requirements of applicants to the DPAC;
4. Draft endorsement letters, DPAC resolutions, letters to applicants/third-level incumbents, completed staff work for orientation activities, and other related documents; and
5. Perform other related functions as may be necessary to carry out aforementioned activities.

Membership in the Committee shall be considered part of the members' regular duties and functions.

This Order shall take effect immediately and supersedes all other issuances inconsistent herewith.


ATTY. JONAS R. LEONES
Officer-In-Charge
Office of the Secretary, DENR

