



Republic of the Philippines
Department of Environment and Natural Resources
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MAR 29 2023

SPECIAL ORDER
No. 2023 - 147

SUBJECT : AUTHORIZING THE CONDUCT OF WORKSHOP ON FILLING OUT THE POSITION DESCRIPTION FORM AND WRITING COMPETENCY-BASED JOB DESCRIPTION

In the interest of the service and to provide uniform understanding on position description form aligned with the competency-based system across the Department, the conduct of an online workshop to be held on 29 – 30 March 2023 is hereby authorized.

The participants for the said workshop are as follows:

A. Participants

- | | |
|--|---|
| All Chief Administrative Officers | - Administrative Division, |
| All Personnel and HRD Section/Unit Heads | Regional Offices and Bureaus |
| All Senior Personnel and HRD staff | |
| All Chief Administrative Officers | - Management Services Division, |
| Administrative Officer (HRMO) | Provincial Environment and
Natural Resources Office |
| Administrative Focal Person | - Administrative Unit,
Community Environment and
Natural Resources Office |

B. Resource Persons

1. Hiro V. Masuda - Assistant Secretary, Human Resources, Strategic Communication and Sectoral Initiatives
2. Miriam M. Marcelo - OIC-Director, Human Resource Development Service
3. Dexter M. Tindoc - Chief, Career Development Division

C. Learning Event Team


1. Maria Cristinellie C. Garcia
2. Liren C. De Guzman - Career Development Division
3. Pamella B. Omampo
4. Michelle T. Regalado - Personnel Division
5. Eloisa Clarice M. Borja - Training and Development Division

The attendance of the above officials and employees shall be on official time.

The concerned staff from the Career Development Division shall facilitate and provide technical assistance for the duration of the workshop. The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend and/or re-schedule the activity in case of unavailability of resource persons, or conflict with other programs of the Department. A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service, fifteen (15) days upon completion of the activity.

All expenses to be incurred in the conduct of the abovementioned activity and other allowable incidental expenses shall be charged against HRDS funds, subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the dates herein specified.


AUGUSTO D. DELA PEÑA
Undersecretary
Organizational Transformation and
Human Resources

