



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**SPECIAL ORDER**  
No. 2023- 326

JUN 02 2023

**SUBJECT: AUTHORIZING THE CONDUCT OF THE ORIENTATION ON INFORMATION SECURITY**

In the interest of the service and to adopt security measures that will protect and ensure the integrity and sanctity of confidential records and sensitive information in the Department, the conduct of a one-day Orientation on Security Measures is hereby authorized on 05 June 2023 at the DENR Social Hall.

The following officials and employees are authorized to attend:


1. All Undersecretaries
2. All Assistant Secretaries
3. Head Executive Assistant
4. All Service Directors
5. Document Management and Operations Support/Head Action Center
6. Legislative Liaison Office
7. The Chief, Records Management Division
8. The BAC Members
9. Executive Assistant **or** 1 Action/Records Officer of the following:
  - a. Office of the Secretary
  - b. Office of the Head Executive Assistant
  - c. Offices of the Undersecretaries
  - d. Offices of the Assistant Secretaries
10. Executive Assistant **or** 1 Action/Records Officer of the Directors mentioned above.

All expenses to be incurred shall be charged against DENR Funds, subject to the usual accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend the date of the said activity in case of conflict with other activities of the Department or unavailability of the resource persons/subject matter experts. Moreover, the Human Resource Development Service -Training and Development Division shall be responsible for the administration and facilitation of the event's flow and processes.

A report shall be submitted to the undersigned within fifteen (15) days after the completion of all training series.

This Order takes effect on the dates herein specified, unless rescheduled.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary for Organizational Transformation  
and Human Resources

