



Republic of the Philippines
Department of Environment and Natural Resources
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JUN 21 2023

SPECIAL ORDER
No. 2023- 380

SUBJECT: AUTHORIZING THE ATTENDANCE OF MS. MARIA TERESA B. ESPINOL IN THE RM101: RECORDS MANAGEMENT FOR NEWBIES OFFERED BY THE PHILIPPINE RECORDS MANAGEMENT ASSOCIATION (PRMA), INC.


In the interest of the service and as part of the continuing capacity development of DENR personnel, Ms. Maria Teresa B. Espinol, Administrative Officer III, is hereby authorized to attend the seminar workshop on RM101: Records Management for Newbies organized by the Philippine Records Management Association (PRMA), Inc., on 28-30 June 2023 at the Hotel Lucky Chinatown, 21 Reina Regente, Binondo, Manila.

All expenses to be incurred in connection with her attendance, such as registration fee, shall be charged against AS funds, subject to the existing accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend this Special Order through a Memorandum in case of changes and conflict in the event schedule.

Ms. Espinol shall submit an Individual Learning Report to the undersigned through the DENR-HRDS L&D portal link: bit.ly/LNDportal, seven (7) days after completion of the event.

This Order takes effect on the dates herein specified.


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

