



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
NO. 2023 - 431

JUL 12 2023

**SUBJECT: AUTHORIZING THE CONDUCT OF ORIENTATION
FOR NEWLY HIRED EMPLOYEES AND ONBOARDING
PROGRAM**

In the interest of the service and to acquaint the newly hired employees in the Central Office with fundamental information about being a public servant, civil service laws and regulations, and the Department's Thrusts and priorities; the two (2) batches of Orientation for Newly Hired Employees and Onboarding Program are hereby authorized to be conducted on the following schedules:

Batch 1 - July 17-19 (Orientation) & August 8-9, 2023 (Site Visit)

1. Atty. Maria Katrina D. Cristobal	Legal Affairs Service
2. Atty. Antonio Miguel M. Dones	Legal Affairs Service
3. Atty. Kathleen Kaye V. Saclayan	Legal Affairs Service
4. Cielo May A. Ibay	Administrative Service
5. Veronica D. Regalado	Administrative Service
6. Raymin Renald G. Zamora	Administrative Service
7. Claudynne A. Neyra	Administrative Service
8. Bea Liza R. Latido	Foreign Assisted and Special Projects Service
9. Christian R. Libang	Foreign Assisted and Special Projects Service
10. Maria Margarita B. Gendrano	Foreign Assisted and Special Projects Service
11. Ivan Nestor E. Bancoro	Foreign Assisted and Special Projects Service
12. Marjorie M. Manipol	Policy and Planning Service
13. Gian Renzo F. Toledo	Policy and Planning Service
14. Crisanto F. Mejia	Strategic Communication and Initiatives Service
15. Reby Ann S. Rico	Financial and Management Service

16. Cherlyn C. Ramos	Strategic Communication and Initiatives Service
17. Sheela Kristelle V. Legaspi	Strategic Communication and Initiatives Service
18. Agatha Diane T. Zepeda	Strategic Communication and Initiatives Service
19. Simonette C. Lat	Climate Change Service
20. Shanelle T. Napoles	Office of the Secretary
21. Laila D. Marcellana	Office of the Secretary
22. Conrado B. Terobias	Office of the Secretary
23. George Benedict S. Pineda	Office of the Secretary
24. Hanah Marie A. Buguina	Office of the Undersecretary for Special Concerns and Affairs
25. Jen Odessa L. Constantino	Office of the Chief-of-Staff and Supervising Undersecretary for Strategic Communications

Batch 2 – September 12-14 (Orientation) & September 29-30, 2023 (Site Visit)

1. Atty. Mark Gregory R. Maquiraya	Legal Affairs Service
2. Atty. Daniel Dominic C. Batula	Legal Affairs Service
3. Atty. Andrea M. Cabagbag	Legal Affairs Service
4. Alsidney P. Dionisio	Administrative Service
5. Christian John R. Valdez	Administrative Service
6. Jovi Jon T. Odencia	Administrative Service
7. Mari Kae A. Tobias	Foreign Assisted and Special Projects Service
8. William Romero James Gregory G. Bayhon III	Foreign Assisted and Special Projects Service
9. Rebekah Ruth B. Gaña	Policy and Planning Service
10. Kim Fern F. Maris	Policy and Planning Service
11. Jeremy Christian Q. Rola	Policy and Planning Service
12. Gil Angelo DR. Mondroy	Knowledge and Information System Service
13. Eloisa M. De Leon	Knowledge and Information System Service
14. Glory Jane T. Elacion	Strategic Communication and Initiative Service
15. Marco Polo J. Demo	Strategic Communication and Initiative Service
16. Mersha C. Casilisilian	Strategic Communication and Initiative Service
17. Aira Mae P. Valenzuela	Strategic Communication and Initiative Service

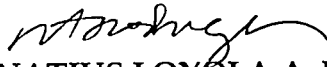
18. Artchie H. Limbaga	Human Resource Development Service
19. Catalina M. Ancheta	Office of the Secretary
20. Anna Katrina Georgina G. Hostmadsen	Office of the Secretary
21. Jose V. Albarado	Office of the Secretary
22. Angelito A. Lape	Office of the Chief-of-Staff and Supervising Undersecretary for Strategic Communications
23. Nissi Abigail J. Buenaobra	Office of the Undersecretary for Integrated Environmental Science
24. Florence Ryan M. Rayos	Office of the Undersecretary for Organizational Transformation and Human Resources

All expenses to be incurred relative to the conduct of the learning event shall be charged against HRDS 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, through a memorandum, 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.

A report shall be submitted by the Training and Development Division-HRDS to the Office of the undersigned within fifteen (15) days after the completion of the event.

This Order shall take effect on the dates specified herein unless otherwise reset to another date.


ATTY. IGNATIUS LOYOLA A. RODRIGUEZ
 Undersecretary for Special Concerns and Legislative Affairs
 Officer-In-Charge
 Office of the Undersecretary for
 Organizational Transformation and Human Resources

