



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Visayas Avenue, Diliman, Quezon City  
Tel. No. 929-66-26

JUL 26 2023

**SPECIAL ORDER**  
No. 2023- 464


**SUBJECT: ADDITIONAL ASSIGNMENT/DESIGNATION OF CERTAIN SECTION CHIEFS UNDER THE PERSONNEL DIVISION (PD), HUMAN RESOURCE DEVELOPMENT SERVICE (HRDS)**

In the interest of the service, and in order to ensure the smooth flow of operations in the Personnel Division, HRDS, the following personnel are hereby designated/assigned additional functions as follows:

<b>Name/Position/Section</b>	<b>Additional Assignment</b>
<b>Corita M. Bartolo</b> Administrative Officer V/ Chief, Personnel Policies and Performance Management Section	a. Sign Disbursement Vouchers/ Payrolls and some other claims assigned to the Assistant Division Chief;
<b>Memorie Jinggy F. Toledo</b> Administrative Officer V/Chief, Recruitment, Selection and Placement Section	b. Assist the Division Chief in the management of the division and supervision of its personnel; c. Represent the Division, as may be necessary/as instructed.

They shall perform the duties and responsibilities pertinent to the additional assignment/designation in accordance with existing laws, rules, and regulations.

This Order shall take effect immediately.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary

Organizational Transformation and Human Resources

