



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**

**AUG 11 2023**

**SPECIAL ORDER**

No. 2023 - 506

**SUBJECT : REASSIGNMENT OF PROJECT DEVELOPMENT OFFICER V JEWEL B. LABITA AS CHIEF OF STAFF, OFFICE OF THE DIRECTOR, STRATEGIC COMMUNICATION AND INITIATIVES SERVICE (SCIS)**

In the interest of the service, Project Development Officer V **Jewel B. Labita** is hereby designated as Chief of Staff, Office of the Director, SCIS.

As Chief of Staff, she shall perform the following functions:

1. Review all documents for signature of the Director;
2. Monitor progress of actions taken pertaining to the instructions of the Director;
3. Review and submit reports on accomplishments submitted by offices supervised by the Director;
4. Represent the SCIS in meetings and related activities upon instruction of the Director;
5. Supervise contract of service personnel assigned to the office and sign relevant documents pertaining to their attendance and salary claims; and
6. Perform related functions as may be assigned by the Director.

Her entitlement to claim Representation and Transportation Allowances shall be in accordance with pertinent accounting and auditing rules and regulations. She shall clear herself of all work, property, and financial accountabilities in her present station before reporting to the Office of the Director, SCIS. She shall inform the undersigned of her compliance with this order, through the Human Resource Development Service, for record purposes.

This Order shall take effect immediately.

  
**MARIA ANTONIA YULO LOYZAGA**  
Secretary

