



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

AUG 31 2023

SPECIAL ORDER
No. 2023- 639


SUBJECT: AFFIRMING THE DESIGNATION OF CHIEF ADMINISTRATIVE OFFICER JAN S. BAUTISTA AS OIC, OFFICE OF THE OIC ASSISTANT REGIONAL DIRECTOR FOR TECHNICAL SERVICES (ARD-TS), DENR-NATIONAL CAPITAL REGION (NCR), IN CONCURRENT CAPACITY

In the interest of the service and in order not to disrupt the flow of office operations while Engr. Henry P. Pacis, OIC ARD for Technical Services, DENR NCR is on official travel abroad on **August 31, 2023 to September 23, 2023**, the designation of Chief Administrative Officer Jan S. Bautista as OIC, Office of the OIC ARD-TS, in Concurrent Capacity as Chief, Administrative Division, is hereby *affirmed*.

As such, he shall continue to act on documents and perform the duties and responsibilities of his designation in accordance with existing rules and regulations, except personnel movement and policy matters.

He shall be entitled to Representation and Transportation Allowance (RATA) and other emoluments appurtenant to the performance of his official duties, subject to applicable accounting and auditing rules and regulations. He shall inform the undersigned in writing through the Human Resource Development Service of his compliance with this Order.

This Order shall take effect on the dates specified above and shall automatically be revoked upon the return of Engr. Pacis from his official travel.


AUGUSTO D. DELA PEÑA

Undersecretary
Organizational Transformation and
Human Resources

