



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2023 - 664

OCT 18 2023

SUBJECT: AUTHORIZING THE CONDUCT OF TRAINING ON DOCUMENT TRACKING SYSTEM (DOCTRACKS) AND E-PROCUREMENT SYSTEM (E-PROCS)

In the interest of the service and in line with the continual improvement of the DENR administrative systems for the management of property and document routing, the conduct of Training on Document Tracking System (DocTracks and E-Procurement System (E-Proc) on October 23-27, 2023 in Metro Manila is hereby authorized.

The following shall attend the event based on the schedule below:

Document Tracking System (Doctracks) October 23-24, 2023	
Name	Office
1. Director Joe-mar S. Perez	Document Management and Operations Support
2. Alvin G. Quitariano	Office of the Undersecretary for Legal and Administration
3. Luzviminda B. Jarne	Office of the Undersecretary for Policy, Planning and International Affairs
4. Jeruz Mari Y. Pahilanga	Office of the Undersecretary for Field Operations - Mindanao
5. Dina E. Sanay	Office of the Director for Legal Affairs Service
6. Veronica DC. Regalado	Office of the Director for Administrative Service
7. Hayde J. Lato	Office of the Director for Foreign Assisted and Special Projects Service
8. Claire R. Alferos	Office of the Director for Internal Audit Service
9. Michelle T. Regalado	Personnel Division
10. Harold D. Bayan	Training and Development Division
11. Julius P. Palaganas	Budget Division
12. Michelle T. Sumalpong	Accounting Division
13. Jose Henry M. Talabis	Statistics and Data Resource Management Division
14. Jocelyn B. De Layola	Records Management Division
15. Alejandro Dela Cruz	
16. Maribel D. Garcia	
17. Ramil Mangubos	
18. Kishia Mae F. Ibabao	
19. Antonio S. Bautista, Jr.	
20. Dennis Guy M. Segovia	Information Systems Division
21. Klarisse C. Angeles	
22. Marco P. Matias	
23. Felino Don Pedro L. Austria	
24. Ma. Angelica Y. Cezar	

25. Archimedes John P. Madrid	
Secretariat / Facilitator	
1. Gerard I. Pulumbarit	Information Systems Division
2. Christian Loriel Albo	Office of the Secretary
3. Francis Mae Embana	
4. Irene Plopino	Office of the Undersecretary for Field Operations - Luzon, Visayas and Environment

E-Procurement (E-Proc) October 24-27, 2023	
Name	Office
1. Wajie M. Francisco	Office of the Secretary
2. April Rose G. Mansueto	Office of the Undersecretary for Finance, Information Systems and Climate Change
3. Aprilyn M. Magahis	Office of the Undersecretary for Legal and Administration
4. Alvin G. Quitariano	
5. Lailanie Q. Burnett	Office of the Undersecretary for Field Operations - Luzon, Visayas and Environment
6. Analyn O. Domingo	Office of the Undersecretary for Field Operations - Mindanao
7. Jeremy Christian Q. Rola	Office of the Undersecretary for Policy, Planning and International Affairs
8. Luzviminda B. Jarne	
9. Rev Aidrian L. Morin	Office of the Undersecretary for Organizational Transformation and Human Resources
10. Hanah Marie A. Buguina	Office of the Undersecretary for Special Concerns and Legislative Affairs
11. Eloisa M. De Leon	Office of the Undersecretary for Integrated Environmental Science
12. Evelyn F. Cariño	Office of the Assistant Secretary for Enforcement, Solid Waste Management and Local Government Units Concerns
13. Ma. Josefina Lynn G. Torio	Office of the Assistant Secretary for International Affairs
14. Ma. Laila A. Taoingan	Office of the Assistant Secretary for Legal Affairs
15. Eva Jane R. Ligaya	
16. Maria Lapertina Madridano	Office of the Assistant Secretary for Field Operations-Eastern Mindanao
17. Vermon D. Timbas	Office of the Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects
18. Angelica V. Tugade	
19. Digna C. Pacis	Office of the OIC, Assistant Secretary for Field Operations - Luzon and Visayas
20. Fe Rosalie R. Bation	Office of the OIC, Assistant Secretary for Field Operations - Western Mindanao
21. Wilma P. Villanueva	Accounting Division
22. Mary Jane S. Noble	
23. Paul Timothy B. Vibar	Budget Division
24. Jovan Christian R. Opena	
25. Veronica D. Regalado	Administrative Service
26. Harold D. Bayan	Training and Development Division
27. Dianne G. Ibias	Bids and Awards Committee
28. Jessa B. Montes	
29. Lamberto R. Ramos	


30. Ma. Rosario T. Santiago	
31. Ann Joana B. Villarama	
32. Antonio S. Bautista, Jr.	Information Systems Division
33. Dennis Guy M. Segovia	
34. Klarisse C. Angeles	
35. Marco P. Matias	
36. Felino Don Pedro L. Austria	
37. Ma. Angelica Y. Cezar	
38. Archimedes John P. Madrid	
Secretariat / Facilitator	
1. Gerard I. Pulumbarit	Information Systems Division
2. Torsina U. Assiong	Office of the Secretary
3. Ryan Florence Rayos	Office of the Undersecretary for Organizational Transformation and Human Resources
4. Heartleen R. Albajera	Office of the Undersecretary for Field Operations - Mindanao
5. Alsidney P. Dionisio	Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives
6. Josefina M. Ocampo	Office of the OIC, Assistant Secretary for Field Operations - Luzon and Visayas
7. Rafael Morales	Office of the Assistant Secretary for Enforcement, Solid Waste Management and Local Government Units Concerns
8. Maylyn A. Solis	Administrative Service
9. Rhinosuelo P. Agundo	Inspection and Pre-Acceptance Committee

The Knowledge and Information Systems Service (KISS) shall submit a report to the Undersecretary for Finance, Information Systems and Climate Change with an action plan and timeline for the implementation of the system in the Central Office.

All expenses and cash advances to be incurred for this training shall be charged against KISS - DENR funds subject to the usual accounting and auditing rules and regulations. The Director of Knowledge and Information Systems Service is hereby authorized to adjust the date and venue of the activity as exigencies of the office may warrant.

A training report shall be submitted online (biy.ly/LNDportal) to the undersigned through the Human Resource Development Service - Training and Development Division, fifteen (15) days after the completion of the activity.

This Order takes effect on the dates specified herein.


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

