



SPECIAL ORDER
No. 2023 - 678

OCT 23 2023

SUBJECT: AUTHORIZING THE CONDUCT OF WORKSHOP ON THE UPDATING OF DENR CITIZEN'S CHARTER 2023 (1ST EDITION)

In the interest of the service and as part of organizational development and in connection with Anti-Red Tape Authority Memorandum Circulars (ARTA MCs) 2019-002¹ and 2019-002-A², the conduct of the subject workshop is hereby authorized scheduled on ¹⁾ 20-22 November 2023 for Citizen's Charter on Payment of Claims, and ²⁾ 22-24 November 2023 for Citizen's Charters on Forestry and Lands both in Pampanga.

The following are authorized to participate:

One (1) Representative	Office of the Undersecretary for Legal and Administration
Dir. Norlito A. Eneran	Legal Affairs Service
Atty. Anthony Raymond M. Velicaria	Internal Affairs Division
Atty. Angelo Noel Leano	Internal Affairs Division
For. Mark Vincent Yngente	Internal Affairs Division
Ms. Maureen Kris Rodriguez	Internal Affairs Division
Mr. Yul A. Tamayo	Internal Affairs Division
Ms. Virginia De Guzman	Internal Affairs Division
Mr. Vincent J. Flores	Internal Affairs Division
One (1) Representative	Sub-CART on Streamlining and Process Improvement of Critical Services

DENR CART Secretariat

Five (5) Representatives	FMS - Management Division
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20 - 22 November 2023 (Payment of Claims)

One (1) Representative	Regional Finance Division DENR-CAR, NCR, Region I to XIII
One (1) Representative	FMS - Accounting Division
One (1) Representative	FMS - Budget Division
One (1) Representative	AS-GSD - Cashier Section
One (1) Representative	BAC Secretariat/ PSMD
NGP Coordinator	DENR RIII, Regional Office

22 - 24 November 2023 (Forestry and Lands)

One (1) Representative	Regional Citizen's Charter Focal Person DENR-CAR, NCR, Region I to XIII
Two (2) Representatives	Forest Management Bureau
Two (2) Representatives	Land Management Bureau


All expenses relative to the conduct of the workshop shall be charged against the DENR Ease of Doing Business Funds subject to the usual accounting and auditing rules and regulations.

¹ Guidelines on the Implementation of the Citizen's Charter in Compliance with the Republic Act 11032, otherwise known as the 'Ease of Doing Business and Efficient Government Service Delivery Act of 2018', and its Implementing Rules and Regulations (IRR)
²Supplemental Guidelines on ARTA MC 2019-002

The Chairperson of the DENR's Committee on Anti-Red-Tape (CART) may change the date and venue of the workshop in case of conflict with other DENR activities or in the exigency of the service and inform the HRDS for record purposes.

A report of the activity shall be submitted to the undersigned within fifteen (15) working days after the completion of the event through the DENR L & D Portal (bit.ly/LNDportal).

This Order shall take effect on the dates specified herein.


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

