



Republic of the Philippines
Department of Environment and Natural Resources
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Website: <http://www.denr.gov.ph>

OCT 24 2023

SPECIAL ORDER
No. 2023 - 690

**SUBJECT: AUTHORIZING THE CONDUCT OF LEARNING EVENT
ON FOUNDATIONS OF EFFECTIVE GOVERNMENT WRITING:
MASTERING THE BASICS AND COMPLETED STAFF WORK**

In the interest of the service and for the continuous capacity building of the DENR personnel, the conduct of two (2) batches of Foundations of Effective Government Writing: Mastering the Basics and Completed Staff Work on October 17-20, 2023 and November 7-10, 2023, in Region 4A is hereby authorized.

The following are authorized to attend:

Batch 1: October 17-20, 2023

NAME	OFFICE
Jaycee Charrie D. Ingalla	AS, PSMD
Lia Cassandra A. Logmao	AS, PSMD
Ma. Rosario T. Santiago	AS, PSMD
Alleli G. Vergara	AS, PSMD
Mark Joseph D. Antonio	AS, GSD
Maria Teresa B. Espinol	AS, Records
Ellaine Richelle F. Chavez	FMS, Accounting Division
Juliet T. Lipaopao	FMS, Accounting Division
Rene Anthony D. Ayson	FMS, Budget Division
Carla Monica M. Muan	FMS, Budget Division
Raquel M. Nilo	FMS, Budget Division
Jovan Christian R. Opeña	FMS, Budget Division
Mary Grace A. Ortiz	FMS, Budget Division
Shiella R. Carreon	FMS, Budget Division
Jossel R. Galicia	FMS, Budget Division
Heather Joy D. Lezada	FMS, Budget Division
Mary Giselle C. Valdez	FMS, Budget Division
Jethro M. Tuason	FMS, Budget Division
Elvira C. Bobis	FMS, Management Division
Michael L. Pagulayan	KISS, NIMD

Florida Jardin	HRDS, PD
Angelica Martinez	HRDS, PD
Honey Cell Pacio	HRDS, PD
Charie May Taripe	HRDS, PD
Joseph N. Valdez, Jr.	HRSCSI
Jenet Lady Fe S. Sobremisana	SMOTO, CDD
Rosalyn B. Tolentin	SMOTO, CDD
Marco Polo Demo	SCIS, PID
Sheila Kristelle V. Legaspi	SCIS, PID

Batch 2: November 7-10, 2023

NAME	OFFICE
Jan Aldin S. Besa	AS, GSD
Jovi Jon T. Odencia	AS, RMD
Venus M. Monsalud	CCS, OD
Mary Anne E. Tena	FASPS, OD
Jinky E. Andres	FMS, Accounting Division
Kristine Joyce P. Manzano	FMS, Accounting Division
Paula M. Ong	FMS, Accounting Division
Emelyn Kristine V. Pomar	FMS, Accounting Division
Rogelio S. Punzalan, Jr.	FMS, Accounting Division
Nancy Rose C. Reburiano	FMS, Accounting Division
Michelle T. Sumalpong	FMS, Accounting Division
Divine Grace Anor	FMS, Budget Division
Diana Angelo F. Dupo	FMS, Budget Division
Marilyn G. Baltazar	FMS, Budget Division
Emily N. Castillo	FMS, Budget Division
Donna Ramirez	FMS, Budget Division
Jennilyn Eve B. Reyeg	FMS, Budget Division
Lilia P. Saroca	FMS, Budget Division
Christina F. Zabala	FMS, Budget Division
Isaiah B. Padre	HRDS-OD
Keziah Jael Concepcion A. Telebrico	HRDS-TDD
Wilda Crisjoy T. Savella,	IAS, MAD
Ronnel B. Vigil	KISS, NIMD
Reginald B. Sambajon	KISS, NIMD
Mary Joy P. Yumol	KISS, ISD
Ralph Aaron E. Atienza	LAS, LPD
Gemmalie N. Briones	LAS, CCD
Jean U. Madi	SMOTO, CDD

All expenses to be incurred shall be charged against DENR Funds, subject to the usual accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend the date of the said activity in case of conflict with other activities of the Department or unavailability of the resource persons/subject matter experts. Moreover, the Human Resource Development Service -Training and Development Division (HRDS-TDD) shall be responsible for the administration and facilitation of the activity.

A report shall be submitted online (bit.ly/LND portal) to the undersigned through the HRDS-TDD fifteen (15) days after the completion of the activity.

This Order takes effect on the dates herein specified unless rescheduled.



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

