



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



NOV 09 2023

SPECIAL ORDER

No. 2023 - 746

SUBJECT : AUTHORIZING THE CONDUCT OF STRATEGIC PLANNING AND PERFORMANCE ASSESSMENT WORKSHOP OF THE RECORDS MANAGEMENT DIVISION (RMD) ON NOVEMBER 24-25, 2023 IN TAGAYTAY CITY, REGION IV-A

In the interest of the service and in line with the continual effort to institutionalize improvement in the department specifically to promote effective performance of all staff, the conduct of Strategic Planning and Performance Assessment Workshop of the Records Management Division on November 24-25, 2023 in Tagaytay City, Region IV-A is hereby authorized to be participated in by the following:

Dir. Rolando R. Castro	- ODAS
Jocelyn B. De Layola	- RMD
Alejandro H. Dela Cruz, Jr.	- RMD
Ramil C. Mangubos	- RMD
Maribel D. Garcia	- RMD
Milagros L. Franco	- RMD
Edna A. Asuncion	- RMD
Kishia Mae. F. Ibabao	- RMD
Ramil R. Justiniano	- RMD
Jhosua E. Vallejos	- RMD
Jovi Jon T. Odencia	- RMD
Rosalina B. Carando	- RMD
Secretariat/ Support Staff	
Anna Theresa S. Fernandez	- Secretariat
Vann S. Llamera	- Secretariat
Joseph L. Noval	- Secretariat
Meligyn A. Zipagan	- Documenter
Zenely Maxxine Aldry Tumangan	- Documenter
Josefina T. Sta. Ana	- Assistant Facilitator
Rex L. Bustamante	- Assistant Facilitator
Representative/s	- PENRO Cavite
Chauffeurs (3)	

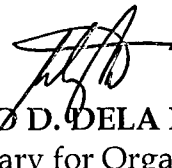
All expenses to be incurred in this activity shall be charged against DENR funds (RMD) subject to the existing accounting and auditing rules and regulations.

RMD personnel who will attend the activity shall be entitled to a one-day offsetting privilege to be used until 31 December 2023.

The attendance of the participants and the secretariat to the workshop shall be on official time. The Office Undersecretary for Legal and Administration (OULA) is authorized to amend the date of the said activity in case of conflict with other activities of the Department.

A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the HRDS-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