



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



SPECIAL ORDER
No. 2023 - 770

NOV 16 2023

**SUBJECT: AUTHORIZING THE CONDUCT RE-ORIENTATION ON
CONTROL OF DOCUMENTED INFORMATION**

In the interest of the service and in order to ensure continual improvement of the DENR QMS in accordance with ISO 9001:2015, the conduct of Re-orientation on Control of Documented Information shall be conducted on November 22, 2023, 9:00 am onwards via hybrid (face-to-face and video conference) at the DENR Central Office, Conference Room of the Undersecretary for Legal and Administration and shall be attended by the records officers/document controllers of the following offices:

1. Central Office
2. Staff Bureaus
 - a. Biodiversity Management Bureau
 - b. Ecosystems Research and Development Bureau
 - c. Forest Management Bureau
 - d. Land Management Bureau
3. All Regional Offices
 - a. All PENR Offices
 - b. All CENR Offices

The activity aims to provide management system, accessibility, and compliance. Also, to provide records officers/document controllers knowledge and understanding of the controls needed in the creation, approval, registration, retrieval and disposition of documents.

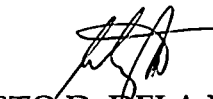
All expenses to be incurred in this training shall be charged against DENR QMS funds, subject to the usual accounting and auditing rules and regulations.

Attendance of the above participants in the re-orientation is strictly required. All participants are required to conduct a re-echo of the activity to their respective offices within seven (7) days after completion of the re-orientation.

The Undersecretary for Legal and Administration and Chair of the QMS Secretariat through a memorandum, shall be authorized to amend and/or reschedule of the activity in case of conflict with the other activities of the Department.

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

This order shall take effect on the date specified herein.


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