



**DEPARTMENT OF ENVIRONMENT AND NATURAL  
RESOURCES**

**KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



**BAGONG PILIPINAS**

**SPECIAL ORDER**

No. 2023- 777

**NOV 17 2023**

**SUBJECT: AUTHORIZING THE CELEBRATION OF NATIONAL ALTERNATIVE  
DISPUTE RESOLUTION DAY ON 4 TO 5 DECEMBER 2023**

In the interest of the service and in accordance with Proclamation No. 518 dated December 4, 2012, declaring December 19 of every year as National Alternative Dispute Resolution (ADR) Day, and Department Memorandum Circular 2020-14 dated December 28, 2020, the DENR will celebrate ADR Day on **December 4 to 5, 2023** at National Capital Region (NCR) with the theme: **Bringing People Access to Environmental Justice through Alternative Dispute Resolution (ADR): An Environmental Peacebuilding Effort** via a hybrid scheme - online via Web Conferencing and in-person.

The following officials and employees are hereby authorized to attend:

All Undersecretaries  
All Assistant Secretaries  
All Regional Executive Directors  
All Bureau and Attached Agency Heads  
All Service and Task Force Directors  
All PENROS  
All CENROS  
All Alternative Dispute Resolution Officers (ADROs)  
All Prospective ADR Officers

To have a wider reach of information and dissemination of the ADR services the Department provides to its clients, the DENR Regional Offices, PENRO and CENROS, Bureaus and Attached Agencies are also encouraged to celebrate ADR Day at any day in December in their respective Offices.

For the efficient and orderly conduct of the said activity, the following members of the ADR Committee Secretariat and staff are tasked to provide the necessary technical and administrative support:

1. Atty. Paulo Enrico M. Dones - Head, ADR Committee Secretariat
2. Atty. Marlou Alutaya - Member, ADR Committee Secretariat, LMB
3. Ma. Teresa G. Zamora - Admin. Support, ADR Committee Secretariat
4. Mary Emmeline F. Custodio - Admin. Support, ADR Com. Secretariat
5. Armin L. Gonzales - ADR Committee Secretariat Staff
6. Renee Jean Medina - ADR Committee Secretariat Staff
7. Inah Bianca Boquiren - ADR Committee Secretariat Staff
8. Kyle Rafael Sulabo - ADR Committee Secretariat Staff
9. Bryan Jorge Bangal - ADR Committee Secretariat Staff
10. Rodel P. Vergara - ADR Committee Secretariat Staff
11. Arnel Gonzales - ADR Committee Secretariat Staff


The Assistant Secretary for Legal Affairs, Chairperson of the ADR Committee, is hereby authorized to determine the appropriate venue for the activity, amend, and reschedule all the aforementioned activities in case of unavailability of the resource person/s, venue or conflict of schedule with other activities of the Department.

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

Any changes in schedule shall be submitted to the HRDS for record purposes.

All expenses for food and accommodation, tokens, supplies, and materials, transportation and other incidental expenses for the conduct of this activity shall be chargeable against the ADR Committee Funds, while transportation and traveling expenses to be incurred by participants who are coming from different Regions and Field Offices shall be chargeable to their respective offices, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect on the dates specified herein.

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