



NOV 21 2023

**SPECIAL ORDER**

No. 2023- 784

**SUBJECT :            AUTHORIZING THE CONDUCT OF THE 2023 YEAR-END CAPABILITY BUILDING SEMINAR-WORKSHOP (LUZON CLUSTER) ON DENR ACTION CENTER / HOTLINE 8888 OPERATIONS AND TICKETS' RESOLUTION**

In the interest of service and to ensure the efficient implementation of the DENR Action Center/Hotline 8888 operations pursuant to Executive Order No. 06, s. 2016 and to AO 25 Memorandum Circular No. 2021-01 of the Interagency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting System, the conduct of the 2023 Year-End Capability Building Seminar-Workshop (Luzon Cluster) on the DENR Action Center/Hotline 8888 Operations and Tickets' Resolution is hereby authorized on 04-07 December 2023 in Quezon City, Metro Manila.

The following DENR officials and personnel are hereby authorized to attend the said activity:

**A.    LEARNING EVENT RESOURCE PERSONS & FACILITATORS**

1. Chief of Staff and Supervising Undersecretary for Strategic Communications
2. Director, Document Management and Operations Support, and Head, DENR Action Center Hotline/8888 in concurrent capacity
3. DENR Action Center/Hotline 8888 Staff (4)
4. Assisting staff from the Office of the Secretary (6)

**B.    PARTICIPANTS**

All Action Center or 8888 FOCAL PERSONS (FPs) from the following Offices:

**1. Central Office**

- a. Office of the Undersecretary for Legal and Administration
- b. Office of the Undersecretary for Field Operations - Luzon, Visayas, and Environment
- c. Office of the Undersecretary for Field Operations - Mindanao
- d. Office of the Undersecretary for Finance, Information Systems, and Climate Change

- e. Office of the Underscretary for Policy, Planning, and International Affairs
- f. Office of the Undersecretary for Organizational Transformation and Human Resources
- g. Legal Affairs Service
- h. Human Resource Development Service
- i. Financial and Management Service
- j. Climate Change Service
- k. Internal Audit Service
- l. Knowledge and Information Systems Service
- m. Policy and Planning Service
- n. Administrative Service

## **2. Bureaus and Attached Agencies**

- a. Environmental Management Bureau (EMB)
- b. Mines and Geosciences Bureau (MGB)
- c. Land Management Bureau (LMB)
- d. Biodiversity Management Bureau (BMB)
- e. Forest Management Bureau (FMB)
- f. Ecosystems Research and Development Bureau (ERDB)
- g. National Mapping and Resource Information Authority (NAMRIA)
- h. Laguna Lake Development Authority (LLDA)
- i. National Water Resources Board (NWRB)
- j. Palawan Council for Sustainable Development Staff (PCSDS)
- k. Natural Resources Development Corporation (NRDC)
- l. Philippine Mining Development Corporation (PMDC)

## **3. Regional Offices, PENROs, and PEMUs**

- a. DENR Regional Office - NCR, CAR, I, II, III, IV-A, IV-B, and V
- b. EMB Regional Office - NCR, CAR, I, II, III, IV-A, IV-B, and V
- c. MGB Regional Office - CAR, I, II, III, IV-A, IV-B, and V
- d. PENROs and PEMUs - CAR, I, II, III, IV-A, IV-B, and V


If the designated Action Center or 8888 Focal Person (FP) of the office will not be able to attend the said event, the designated Action Center or 8888 Alternate Focal Person (AFP) may attend as his/her alternative. Likewise, if both FP and AFP of the office are not available, a designated representative may attend the said activity.

All expenses for venue and accommodation during the seminar-workshop will be charged against the DENR Action Center / OSEC Funds, subject to usual accounting and auditing rules and regulations. Expenses for airfare and transportation will be charged against respective funds of participating offices.

A report of the conduct of the activity shall be submitted to the undersigned within fifteen (15) days upon completion.

The Head, DENR Action Center/Hotline 8888 is authorized to amend and/or reschedule the event if necessary.

This Order shall take effect on the dates specified herein.

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