



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



SPECIAL ORDER
No. 2023- 812

NOV 25 2023

SUBJECT: **AUTHORIZING THE CONDUCT OF THE LECTURE ON UPDATED TRAFFIC RULES AND REGULATIONS, VEHICLE MAINTENANCE AND ROAD ETIQUETTE AT THE DENR SOCIAL HALL ON 25 NOVEMBER 2023**

In the interest of the service and in line with the Department's thrust of continuing staff development, the conduct of the "*Lecture on updated Traffic Rules and Regulations, Vehicle Maintenance and Road Etiquette*" at the DENR Social Hall on 25 November 2023, Saturday, from 7:00 A.M to 5:00 P.M.; is hereby authorized.

The following personnel shall attend the above-mentioned event:

No.	Name	Office
1.	Ablang, Maximo Jr. B.	GSD - Motorpool
2.	Acabal, Jonathan A.	GSD - Motorpool
3.	Aguilar, Armando A.	GSD - Motorpool
4.	Alconis, Jay B., Engr.	GSD - Office of the Chief
5.	Alvarez, Danilo S.	GSD - Motorpool
6.	Avanceña, Francis B.	GSD - Motorpool
7.	Bargo, Rodel R.	GSD - Motorpool
8.	Bullos, Niel P.	GSD - Motorpool
9.	Calderon, Nicolas Jr. D.	GSD - Motorpool
10.	Castillo, Roy Jake E.	GSD - Motorpool
11.	Cubelo, Kyra Chloe G.	GSD - Motorpool
12.	Delantar, Apolinario Jr. A.	GSD - Motorpool
13.	Delos Reyes, Arnel O.	GSD - Motorpool
14.	Destura, Paul John A.	GSD - Motorpool
15.	Edralin, Philip Godwin V.	GSD - Office of the Chief
16.	Estipona, Guillermo Jr. V., Engr.	GSD - Office of the Chief
17.	Garcia, Reyner C.	GSD - Motorpool
18.	Garin, Ferdinand	GSD - Motorpool
19.	Jundarino, Rosie L.	GSD - Motorpool
20.	Libo-on, John Vincent M.	GSD - Motorpool
21.	Lorzano, Patrick P.	GSD - Motorpool
22.	Macapagal, Cielo May I.	GSD - Office of the Chief
23.	Macapagal, Samuel B.	GSD - Motorpool
24.	Macatoon, Hamza B.	GSD - Motorpool
25.	Mamaradlo, Marie Kristinne M.	GSD - Office of the Chief
26.	Martinez, Rizal V.	GSD - Motorpool
27.	Mendoza, Dheynesse A.	GSD - Motorpool
28.	Mendoza, Nena A.	GSD - Office of the Chief

No.	Name	Office
29.	Naldo, Francis L.	GSD - Office of the Chief
30.	Nera, Jack Victor M.	GSD - Office of the Chief
31.	Ramos, Leonardo A.	GSD - Motorpool
32.	Soreño, Marby P.	GSD - Motorpool
33.	Tangaro, Nora A.	GSD - Motorpool
34.	Timola, Jayr G.	GSD - Motorpool
35.	Valdez, Eulogio R.	GSD - Motorpool
36.	Veloria, Jonas Q.	GSD - Motorpool
37.	Villanueva, Alex F.	GSD - Motorpool
38.	Vivar, Anastacio M.	GSD - Motorpool
39.	Zipagan, Antonio A.	GSD - Motorpool


The Director of Administrative Service, is hereby authorized to amend/change this Special Order should there be changes in the composition of participants and to reschedule the event in case of conflict with other programs of the Department.

All expenses to be incurred during the activity shall be charged against HRDS funds, subject to existing accounting and auditing rules and regulations.

Attendance to the said activity is beyond the regular Office Days (Saturday). As such, confirmed attendees shall be entitled to one day Compensatory Time Off (CTO) to be used until 31 December 2023.

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

This Order shall take effect on the date specified herein.


AUGUSTO D. DELA PEÑA
Undersecretary
 Organizational Transformation
 and Human Resources