



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



DEC 18 2023

SPECIAL ORDER

No. 2023- 876

SUBJECT: AUTHORIZING THE REVIEW AND FINALIZATION OF THE DRAFT DENR FLEET MANAGEMENT PROGRAM CUM WORKSHOP ON OTHER RELATED ACTIVITIES

In the interest of the service and in line with the organizational development efforts of the Department, the conduct of the Review and Finalization of the Draft DENR Fleet Management Program cum Workshop on Other Related Activities on 27-29 December 2023 in Region IV-A - CALABARZON is hereby authorized.

The following officials and personnel shall attend the said event:


NAME	OFFICE
DENR FLEET MANAGEMENT COMMITTEE	
Undersecretary Atty. Ernesto D. Adobo Jr., <i>CESO I</i>	Office of the Undersecretary for Legal and Administration
Dir. Rolando R. Castro	Administrative Service
OIC, Dir. Imelda R. de la Cruz	Financial and Management Service (FMS)
TECHNICAL WORKING GROUP	
Engr. Guillermo V. Estipona, Jr.	General Services Division
Engr. Gilbert C. Mondroy	Property and Supply Management Division
Lilia Sarroca	Budget Division
Representative	Office of the Undersecretary for Legal and Administration
SECRETARIAT	
Mario Bernabe Contreras, Jr.	Management Division
Zenaida V. Gutierrez	Property and Supply Management Division
Engr. Vilma Luisa R. Ferrer	Property and Supply Management Division
Mark Joseph Antonio	Property and Supply Management Division
Roy Jake Castillo	Member, General Services Division
Elvira Samillano	Budget Division
OTHER PARTICIPANTS	
Ma. Berma S. Cabrera	PSMD- Property Management Section (PMS)
Jeffrey C. Gonzales	PSMD- Property Management Section
Jefferdick Y. Benito	PSMD - Property Management Section
Marie Kristine Mamaradlo	General Services Division
Jack Nera	General Services Division
Engr. Jay Alconis	General Services Division
Eulogio R. Valdez	General Services Division
Ceilo I. Macapagal	General Services Division
Administrative Service Staff	
Financial and Management Service Staff	

Writeshop Secretariat/Facilitator	
Marby Soreño	Fleet Management Support Staff
Caroline B. Mahusay	FMS- Management Division
Lilibeth Tagalog	PSMD - Property Mgt. Section

All expenses to be incurred relative to the conduct of this activity, including accommodation, food, supplies and materials, shall be charged against DENR Fleet Management funds, subject to the usual accounting and auditing rules and regulations.

A report shall be submitted online (bit.ly/LNDportal) to the undersigned through Human Resource Development Service, fifteen (15) days after the completion of the activity. Any changes in schedule shall be submitted to the HRDS for records purposes.

This Order shall take effect on the dates herein specified.


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