



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



BAGONG PILIPINAS

MAR 05 2024

SPECIAL ORDER
No. 2024- 109

SUBJECT: AUTHORIZING THE ATTENDANCE OF MS. KISHIA MAE F. IBABAO, ADMINISTRATIVE OFFICER I, ADMINISTRATIVE SERVICE IN THE SEMINAR-WORKSHOP ON DEVELOPING CONTROLLED VOCABULARY FOR RECORDS MANAGEMENT

In the interest of the service and as part of the continuing capacity development of DENR personnel, Ms. Kishia Mae F. Ibabao is hereby authorized to attend the Seminar-Workshop on Developing Controlled Vocabulary for Records Management organized by the Philippine Records Management Association (PRMA), Inc., on 12-14 March 2024 at the Hotel Lucky Chinatown, Binondo, Manila.

All expenses to be incurred in connection with her attendance, such as registration fee, shall be charged against AS funds, subject to the existing accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend this Special Order through a Memorandum in case of changes and conflict in the event schedule.

Ms. Ibabao shall submit an Individual Learning Report to the undersigned through the DENR-HRDS L&D portal link: bit.ly/LNDportal, seven (7) days after completion of the seminar.

This Order takes effect on the dates herein specified.

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