



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



JAN 15 2024

**SPECIAL ORDER**

No. 2024 - 13

**SUBJECT: AUTHORIZING THE CONDUCT OF WORKSHOP ON UPDATING OF DENR HARMONIZED CITIZEN'S CHARTER FOR PAYMENT OF CLAIMS IN THE REGIONAL OFFICES**

In the interest of the service and as part of organizational development, and in connection with Anti-Red Tape Authority Memorandum Circulars (ARTA MCs) 2019-002<sup>1</sup> and 2019-002-A<sup>2</sup>, the conduct of the subject workshop is hereby authorized and scheduled on 6-9 February 2024 in Pampanga.

The following are authorized to participate:

One (1) Representative	Office of the Undersecretary for Legal and Administration
Dir. Norlito A. Eneran	Legal Affairs Service
Atty. Anthony Raymond M. Velicaria	Internal Affairs Division
Atty. Mario Jayson R. Rabara	Internal Affairs Division
Atty. Angelo Noel Leano	Internal Affairs Division
For. Mark Vincent Yngente	Internal Affairs Division
Ms. Maureen Kris Rodriguez	Internal Affairs Division
Mr. Yul A. Tamayo	Internal Affairs Division
Ms. Virginia De Guzman	Internal Affairs Division
Mr. Vincent J. Flores	Internal Affairs Division
One (1) Representative	Regional Finance Division DENR-CAR, NCR, Region I to XIII
One (1) Representative	FMS - Accounting Division
One (1) Representative	FMS - Budget Division
One (1) Representative	AS-GSD - Cashier Section
One (1) Representative	BAC Secretariat/ PSMD
Three (3) NGP Coordinators	DENR Region III
Two (2) Representatives	Forest Management Bureau

**DENR CART Secretariat**

Five (5) Representatives	FMS - Management Division
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All expenses relative to the conduct of workshop shall be charged against the DENR EODB Funds subject to the usual accounting and auditing rules and regulations.

The Head of the DENR's Sub-Committee on Anti-Red-Tape (CART) on Citizen's Charter Compliance and Monitoring may change the date and venue of the workshop in case of conflict with other DENR activities or in the exigency of the service and inform the Human Resource Development Service (HRDS) Director for record purposes.

<sup>1</sup> *Guidelines on the Implementation of the Citizen's Charter in Compliance with the Republic Act 11032, otherwise known as the 'Ease of Doing Business and Efficient Government Service Delivery Act of 2018', and its Implementing Rules and Regulations (IRR)*

<sup>2</sup> *Supplemental Circulars on ARTA MCs 2019-002*

A report of the activity shall be submitted to the undersigned, through the DENR's LED Portal ([bit.ly/LNDportal](http://bit.ly/LNDportal)) within fifteen (15) working days from completion of the event.

This Order shall take effect on the dates specified herein.



**AUGUSTO D. DELA PEÑA**

Undersecretary

Organizational Transformation and Human Resources