



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



APR 11 2024

SPECIAL ORDER

No. 2024- 180

**SUBJECT : DESIGNATION OF MS. INGHRID BUSA- MARDICAS AS
CHIEF OF STAFF OF THE OFFICE OF THE DIRECTOR FOR
HUMAN RESOURCE DEVELOPMENT SERVICE**

In the interest of the service and in accordance with continuing organization development of Human Resource Development Service (HRDS), Ms. Inghrid Busa-Mardicas, Administrative Officer IV, is hereby designated as Chief of Staff of the Office of the Director, HRDS. As such, Ms. Busa-Mardicas shall perform the following functions:

1. Act on administrative concerns in addition to her functions at the HRDS-OD;
2. Review and recommend approval of the Office Performance Commitment Review (OPCR), Individual Performance Commitment Review (IPCR), Individual Development Plan (IDP) of the Office of the Director;
3. Review and sign Daily Time Records and other attendance- related documents of the Office, including action plans and performance report of contract of service staff;
4. Review and recommend approval of plans for office improvement, including procurement plans and PPMP of the Office; and
5. Perform other functions as assigned by the HRDS Director.

This Order shall take effect immediately.


AUGUSTO D. DELA PEÑA

Undersecretary for Organizational Transformation
and Human Resources