



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



MAY 14 2024 BAGONG PILIPINAS

**SPECIAL ORDER**

No. 2024 - 260

**SUBJECT: AUTHORIZING THE CONDUCT OF HEALTH AND WELLNESS ACTIVITY TITLED "FINDING BALANCE IN NATURE: A MINDFULNESS AND RESILIENCE RETREAT"**

In the interest of the service and in compliance with the Civil Service Commission Memorandum Circular 04, s. of 2020, "Mental Health in the Public Sector", the conduct of the Health and Wellness activity titled "Finding Balance in Nature: A Mindfulness and Resilience Retreat" on 15 - 18 May 2024 at ENR Academy, Carranglan, Nueva Ecija, is hereby authorized.

The following employees shall attend the said activity:

A. Learners

	NAME	OFFICE
1	Orland C. Javier	Administrative Service
2	Milanny M. Quezada	Administrative Service
3	Ofelia M. Bonquin	Administrative Service
4	Kristinne M. Mamaradlo	Administrative Service
5	Jack Victor M. Nera	Administrative Service
6	Cielo May I. Macapagal	Administrative Service
7	Mary Jane S. Noble	Financial and Management Service
8	Michelle T. Sumalpong	Financial and Management Service
9	Rogelio S. Punzalan, Jr.	Financial and Management Service
10	Israel Helios S. Inocencio	Foreign-Assisted and Special Projects Service
11	Isabel D. Salas	Foreign-Assisted and Special Projects Service
12	Teara Constine T. Rabang	Foreign-Assisted and Special Projects Service
13	Fretziel G. Catugda	Policy and Planning service
14	Ma. Victoria T. Somera	Legislative Liaison Office
15	Lowie J. Lunaria	Strategic Communication and Initiatives Service

16	Dexter C. Villa	Strategic Communication and Initiatives Service
17	Crisanto F. Mejia	Strategic Communication and Initiatives Service
18	Andrea Ana Sarian	Strategic Communication and Initiatives Service
19	Glory Jane Elacion	Strategic Communication and Initiatives Service
20	Mylene D. Ibardolasa	Strategic Communication and Initiatives Service
21	Jeffrey D. Santos	Climate Change Service
22	Mary Joy S. Yumol	Knowledge and Information Systems Service
23	Luisito P. Estacio	Human Resource Development Service
24	Jenifer P. Santelices	Human Resource Development Service
25	Castor E. Cabrera	Human Resource Development Service
26	Jean U. Madi	Strategy Management and Organizational Transformation Office
27	Carlo Alfonso A. Sarte	Strategy Management and Organizational Transformation Office

#### B. Resource Speakers

1. Wilson E. Henson, *RPF, MPA*
2. Sarah Jane SD. Domingo, *RPm*
3. Bonito John M. Alvaran, *RPm*

#### C. Learning Team

1. Carlo C. Fajardo, *LPT, HRDS-TDD*
2. Shirley C. Latoja, *DMD, HRDS-TDD*
3. Reynaldo L. Santos Jr., *Training Program Officer, HRDS-TDD*

The ENR Academy Facility personnel shall provide assistance in the administrative and logistical concerns of the training.

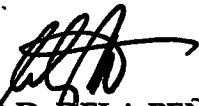
Should a session day fall on a holiday or weekend, all learners, staff and resource persons shall be entitled to Compensatory Time Off (CTO) and shall be used until 31 December 2024. All expenses to be incurred in the conduct of the aforementioned course and other allowable incidental expenses shall be charged against Health and Wellness funds subject to existing accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend the date of the said activity in case of

conflict with other activities of the Department or unavailability of the resource persons/subject matter experts.

A report shall be submitted online ([bit.ly/LNDportal](http://bit.ly/LNDportal)) to the undersigned within fifteen (15) days upon completion of the activity. Further, each learner shall accomplish and submit a Competency Development Management Form (CDMF) seven (7) days prior to the conduct of the activity.

This Order shall take effect on the dates specified herein.



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