



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



MAY 28 2024

SPECIAL ORDER
No. 2024- 288


SUBJECT: REASSIGNMENT OF ATTORNEY III JOVEN A. MENDOZA FROM THE LITIGATION AND PROSECUTION DIVISION (LPD), LEGAL AFFAIRS SERVICE (LAS) TO THE OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS

In the interest of the service, Attorney III Joven A. Mendoza is hereby reassigned from the Litigation and Prosecution Division, LAS to the Office of the Assistant Secretary for Legal Affairs and shall perform the following functions:

1. Review and evaluate draft Decisions, Orders and Resolutions;
2. Perform executive reviews and technical documents;
3. Represent the Assistant Secretary in Inter-Agency Meetings, Special Project Meetings, Legal Fora and Learning and Development Events;
4. Draft necessary communications/reports/action documents as may be assigned; and
5. Perform other functions upon instructions of the Assistant Secretary.

As such, he shall clear himself from all work, property, and financial responsibilities in his present place of assignment before reporting to his new place of assignment. He shall inform the undersigned in writing, through the Human Resource Development Service, of his compliance with this Order for record purposes.

This Order shall take effect immediately and shall remain in force for one (1) year unless earlier revoked/superseded.


AUGUSTO D. DELA PEÑA
Undersecretary

Organizational Transformation and Human Resources