



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



JUN 18 2024

**SPECIAL ORDER
No. 2024- 356**

SUBJECT : AUTHORIZING THE ATTENDANCE OF MS. MARY ANN E. ESCOTO, CHIEF ADMINISTRATIVE OFFICER, DENR REGION I, IN THE TRAINING ON ORGANIZING DIGITAL FILES FOR LONGEVITY USE AND EASY RETRIEVAL


In the interest of the service, and as part of the continuing capacity development of DENR personnel, Ms. Mary Ann N. Escoto, Chief Administrative Officer, DENR Region I, is hereby authorized to attend the Training on Organizing Digital Files for Longevity Use and Easy Retrieval on 18-20 June 2024 at La Carmela De Boracay Resort and Hotel, Boracay Island, Malay, Aklan organized by the Government Records Officers Association of the Philippines (GROAP), Inc.

All expenses to be incurred in connection with her attendance, such as registration fee, shall be charged against DENR Region I 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. Escoto 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 event.

This Order takes effect on the dates herein specified.


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