



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



**SPECIAL ORDER**  
No. 2024 - 391

**JUL 05 2024**

**SUBJECT: WRITESHOP ON UPDATING OF DENR CITIZEN'S CHARTER FOR PAYMENT OF CLAIMS RELATIVE TO THE SUSPENSION OF COMMISSION ON AUDIT (COA) CIRCULAR NO. 2023-004**

In the interest of the service, as part of the organizational development, and in connection with the Anti-Red Tape Authority Memorandum Circulars (ARTA MCs) 2019-002<sup>1</sup> and 2019-002-A<sup>2</sup>, the conduct of a writeshop is hereby authorized on 18-19 July 2024 at the DENR Central Office.

The following personnel are authorized to attend:

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
Ms. Virginia De Guzman	Internal Affairs Division
Mr. Mark Angelo Lumbre	Internal Affairs Division
Mr. John Kristopher Chico	Internal Affairs Division
Five (5) Representatives	Legal Affairs Service
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	Forest Management Bureau

**DENR CART Secretariat**

Five (5) Representatives	FMS - Management Division
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All training-related expenses to the conduct of the writeshop shall be charged against DENR Ease of Doing Business (EODB) Funds, while traveling expenses of employees from the Field Offices shall be charged against the funds of their respective offices, subject to the usual accounting and auditing rules and regulations.

The Head of the DENR's Sub-Committee on Anti-Red-Tape (Sub-CART) on Citizen's Charter Compliance and Monitoring may change the date and venue of the writeshop in case of conflict with other DENR activities or in the exigency of the service and inform the Human Resource Development Service (HRDS) 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 Guidelines on ARTA MC 2019-002

A report shall be submitted to the undersigned, through the DENR Learning and Development (L&D) Portal ([bit.ly/LNDportal](https://bit.ly/LNDportal)), within fifteen (15) working days after the completion of the event.

This Order shall take effect on the dates specified herein.



**AUGUSTO D. DELA PEÑA**

Undersecretary

Organizational Transformation and Human Resources