



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



**JUL 10 2024**

**SPECIAL ORDER  
No. 2024- 407**

**SUBJECT: DESIGNATION/ ASSIGNMENT OF CERTAIN EMPLOYEES  
UNDER THE CAREER DEVELOPMENT DIVISION,  
STRATEGY MANAGEMENT AND ORGANIZATIONAL  
TRANSFORMATION OFFICE**

In the interest of the service, the following employees of the Career Development Division, Strategy Management and Organizational Transformation Office are hereby designated/assigned, as follows:

<b>NAME</b>	<b>POSITION/ DESIGNATION</b>
<b>Jennibelle I. Santos</b>	Supervising Administrative Officer/ Assistant Division Chief
<b>Maria Cristinellie C. Garcia</b>	Administrative Officer V/ Chief, HR Research, Policy and Analytics Section
<b>Pamella B. Omampo</b>	Administrative Officer IV / OIC Chief, Career Pathing and Succession Planning Section
<b>Carlo Alfonso A. Sarte</b>	Administrative Officer IV/ OIC Chief, Intellectual Capital Management Section

As such, the abovementioned personnel shall perform the duties and responsibilities pertinent to the assignment/designation, in accordance with the existing laws, rules, and regulations.

In the absence of the Division Chief, the Supervising Administrative Officer shall be assigned additional functions such as the following:

1. Sign Disbursement Vouchers/Payrolls and some other claims of CDD Staff;
2. Sign Office Clearances with respect to Scholarship obligations/accountabilities;
3. Assist the Division Chief in the management of the Division and supervision of its personnel; and
4. Represent the Division, as may be necessary/as instructed.

The abovementioned personnel shall clear themselves of all work, property and financial accountabilities in their present station before reporting to their respective assignments. They shall inform the undersigned in writing, through the Human Resource Development Service, of their compliance with this Order for record purposes.

This Order takes effect immediately and amends all issuances inconsistent herewith.



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