



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



AUG 01 2024

SPECIAL ORDER

No. 2024- 468

SUBJECT: AUTHORIZING THE ATTENDANCE OF SOME DENR ADMINISTRATIVE SERVICE PERSONNEL IN THE CONDUCT OF "GENERAL SERVICES DIVISION (GSD) - ADMINISTRATIVE SERVICE, OPERATIONAL STREAMLINING AND ORGANIZATIONAL DEVELOPMENT REVIEW" TO BE HELD AT THE DENR PENRO BATAAN ON 3-4 AUGUST 2024

In the interest of the service and in order to align the division's operations with the evolving needs of the Department, the following DENR Administrative Service personnel are hereby authorized to attend the "*General Services Division (GSD) - Administrative Service, Operational Streamlining and Organizational Development Review*" to be held at the DENR PENRO Bataan on 3-4 August 2024 (Saturday and Sunday), from 8:00 A.M. to 5:00 P.M.:

Office of the Director for Administrative Service	1. Director, Administrative Service
	2. Representative
	3. Representative
GSD Office of the Chief Quality Management System Safety & Security	4. OIC Chief, GSD
	5. Abayan, Luzviminda
	6. Escubio, John Clarence
	7. Lagman, Kharlo John
	8. Macapagal, Cielo May
	9. Mamaradlo, Marie Kristinne
	10. Nera, Jack Victor
Environmental Management System	11. Naldo, Francis
	12. Mendoza, Nena
Disaster Response	13. Saplagio, Jamille Vanessa
	14. Tumbaga, Anne Myrene
Landscape and Events Spatial Arrangement	15. Espiritu, Angelito
	16. Flores, Darby
	17. Aguel, Domingo Jr.
	18. Berdera, Jeffrey
	19. Canta, Jerick
	20. De Castro, Susan
	21. Dumaguit, Ramil
	22. Escobido, Arnel
	23. Estanislao, Ronald
	24. Gabelo, Marvin Homer
	25. Germones, Alejandro
	26. Lagbas, John Baer
	27. Lubiano, Gabriel
	28. Manjares, Benjie



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



Landscape and Events Spatial Arrangement	29. Marbella, Andrew
	30. Mendioro, Juanito
	31. Porcadela, Isagani
	32. Rubiso, Elvin
	33. Sabordo, Mike
	34. Vertuzado, Romnick
Motorpool and Logistics	35. Chief, Motorpool
	36. Abayan, Ariel
	37. Alconis, Jay
	38. Calderon, Nicholas
	39. Garcia, Reyner
	40. Macapagal, Samuel
	41. Valdez, Eulogio
	42. Veloria, Jonas
	43. Villanueva, Alex
	44. Tangaro, Nora

The Director of Administrative Service is hereby authorized to amend/change this Special Order should there be changes in the composition of participants and to reschedule the event in case of conflict with other programs of the Department.

All expenses to be incurred during the activity shall be charged against DENR funds, subject to existing accounting and auditing rules and regulations.

Attendance to the said activity is beyond the regular Office Days (Saturday and Sunday). As such, confirmed attendees shall be entitled to two (2) days Compensatory Time Off (CTO) to be used until 31 December 2024.

A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service - Training and Development Division, fifteen (15) days after the completion of the activity. Any changes in the schedule shall be submitted to the HRDS for record purposes.

This Order shall take effect on the date specified herein.


AUGUSTO D. DELA PEÑA

Undersecretary for Organizational Transformation and
Human Resources