



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



**BAGONG PILIPINAS**

**FEB 13 2024**


**SPECIAL ORDER**  
No. 2024- 47

**SUBJECT: FUNCTIONS AND AUTHORITIES DELEGATED TO ATTORNEY IV GENEVIEVE E. SEVIDAL AS CHIEF-OF-STAFF OF THE OFFICE OF THE UNDERSECRETARY FOR LEGAL AND ADMINISTRATION**

In view of the designation of Attorney IV Genevieve E. Sevidal as Chief-of-Staff, Office of the Undersecretary for Legal and Administration pursuant to Special Order No. 2023-883 dated 2 December 2023, Atty. Sevidal shall perform the following functions:

1. Oversee and manage the operational day to day activities of the Office;
2. Review technical documents submitted to the Office of the Undersecretary for Legal and Administration;
3. Approve/sign routine referrals to other offices;
4. Recommend Plans such as PPMP, SPPMP, OPCR, including Special Programs and Projects under the Supervision of the Undersecretary;
5. Act on administrative concerns and personnel matters of OULA staff such as signing of Travel Orders, approval of IPCR, leave of absence, Daily Time Records, Accomplishment Reports, Performance Report of Contract of Service staff, and other related personnel documents;
6. Represent the Undersecretary in meetings, if appropriate and necessary; and
7. Perform other functions as assigned by the Undersecretary.

This Order takes effect immediately.

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