



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



**OCT 22 2024**

**SPECIAL ORDER**

**No. 2024- 727**

**SUBJECT: DESIGNATION OF CHIEF ADMINISTRATIVE OFFICER GILBERT C. MONDROY AS IN-CHARGE, OFFICE OF THE DIRECTOR, ADMINISTRATIVE SERVICE (AS) IN CONCURRENT CAPACITY AS CHIEF, PROPERTY AND SUPPLY MANAGEMENT DIVISION (PSMD), AS**

In the interest of the service and in view of the leave of absence of Administrative Service Director Rolando R. Castro on **October 25-31, 2024**, Chief Administrative Officer Gilbert C. Mondroy is hereby designated as In-Charge, Office of the Director, Administrative Service, in concurrent capacity as Chief, PSMD.

As such, he shall act on documents and perform the duties and responsibilities of his designation in accordance with existing rules and regulations, except personnel movement and policy matters.

He shall inform the undersigned in writing through the Human Resource Development Service of his compliance with this Order.

This Order shall take effect on the dates specified above and shall be automatically revoked upon reporting back to duty of Director Castro.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary

**Organizational Transformation and Human Resources**