



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

NOV 12 2024



SPECIAL ORDER
No. 2024- 762

SUBJECT: AUTHORIZING THE ATTENDANCE OF SOME LEGAL AFFAIRS SERVICE (LAS) PERSONNEL IN THE TRAINING ON RECORDS MANAGEMENT AND HUMAN RESOURCE INFORMATION SYSTEM (HRIS) ORGANIZED BY THE DANCHE TRAINING AND CONSULTANCY, INC.

In the interest of the service and as part of the continuing capacity development of DENR personnel, the following employees are hereby authorized to attend the Training on Records Management and Human Resource Information System (HRIS) on 12-13 December 2024 at the Eurotel North Edsa, Quezon City:

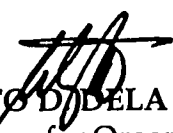
Name	Position
Ma. Theresa F. Terrado	Administrative Assistant V
Anthony Manuel M. Tadlip	Administrative Assistant V
Dina E. Sanay	Administrative Assistant III
Lea Gloria E. Dela Cruz	Administrative Officer III

All expenses to be incurred in connection with their attendance, such as registration fee, shall be charged against LAS funds, subject to the existing accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources and Sectoral Initiatives is authorized to amend this Special Order through a Memorandum in case of changes and conflict in the event schedule.

The abovementioned personnel shall submit an Individual Learning Report to the undersigned through the DENR-HRDS L&D portal link: bit.ly/LNDportal, seven (7) days after completion of the event.

This Order takes effect on the dates herein specified.


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