



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

NOV 12 2024



SPECIAL ORDER

No. 2024 - 770

SUBJECT : AUTHORIZING THE CONDUCT OF A STRATEGIC PLANNING AND PERFORMANCE ASSESSMENT WORKSHOP OF THE RECORDS MANAGEMENT DIVISION (RMD) ON NOVEMBER 22-23, 2024 IN REGION IV-A

In the interest of the service and in line with the continual effort to institutionalize improvement in the department specifically to promote effective performance of all staff, the conduct of Strategic Planning and Performance Assessment Workshop of the Records Management Division on November 22-23, 2024 in Region IV-A is hereby authorized to be participated by the following:

Resource Persons

Asst. Sec. Ruth Manigos-Tawantawan	- ASECA
Dir. Rolando R. Castro	- ODAS
Jocelyn B. De Layola	- RMD

Participants

Alejandro H. Dela Cruz, Jr.	- RMD
Ramil C. Mangubos	- RMD
Maribel D. Garcia	- RMD
Milagros L. Franco	- RMD
Marisol M. Gaurana	- RMD
Edna A. Asuncion	- RMD
Kishia Mae. F. Ibabao	- RMD
Jhosua E. Vallejos	- RMD
Meligyn A. Zipagan	- RMD
Rosalina B. Carando	- RMD

Secretariat/ Support Staff

Anna Theresa S. Fernandez	- Secretariat
Vann S. Llamera	- Secretariat
Joseph L. Noval	- Secretariat
Mary Rose G. Mendoza	- Secretariat

Zenely Maxxine Aldry Tumangan
Josefina T. Sta. Ana
Julius Corpuz
Representative/s
Representative/s
Chauffeurs (4)

- Documenter
- Assistant Facilitator
- Assistant Facilitator
- Office of ASECA
- PENR Office Cavite

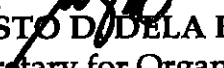
All expenses to be incurred in this activity shall be charged against DENR funds (RMD) subject to the existing accounting and auditing rules and regulations.

RMD personnel who will attend the activity shall be entitled to a one-day offsetting privilege to be used until 31 December 2024.

The attendance of the participants and the secretariat to the workshop shall be on official time. The Office of Assistant Secretary for Administration (ASECA) is authorized to amend the date of the said activity in case of conflict with other activities of the Department.

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.

This order takes effect on the dates specified herein.


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