



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



NOV 19 2024

SPECIAL ORDER
No. 2024- 793

**SUBJECT : AUTHORIZING THE CONDUCT OF THE DENR
PAYMENT DIGITALIZATION TEAM (PDT)
STRATEGIC PLANNING WORKSHOP**

In the interest of service and pursuant to Executive Order No. 170, s. 2022 which mandates all government agencies to adopt digital payments for their disbursements and collections, the conduct of the DENR Payment Digitalization Team (PDT) Strategic Planning Workshop is hereby authorized.

The following DENR officials and personnel shall attend based on the schedule below:

Office	Date	Venue
CAR, Regions 1, 2, and 3, 4-A, 4-B, and 5 (ROs and PENROs)	November 20-22, 2024	Region 3
NCR, Regions 6, 7, 8 (ROs and PENROs) and Staff Bureaus	November 27-29, 2024	Region 7
Regions 9, 10, 11, 12, 13 (ROs and PENROs)	December 4-6, 2024	Region 10

DENR Central Office

1. Undersecretary Ernesto D. Adobo Jr.
2. Director Rolando R. Castro
3. Director Imelda R. Dela Cruz
4. Director Arlene A. Romasanta
5. Engr. Guillermo V. Estipona, Jr.
6. Diña M. Nillosan
7. Mario Bernabe R. Contreras, Jr.
8. Antonio S. Bautista, Jr.
9. Eugene C. De Guzman
10. One (1) Representative, Office of the Undersecretary, Legal and Administration
11. One (1) Representative, Office of the Director, Administrative Service
12. One (1) Representative, General Services Division
13. Two (2) Representatives, Cashier Section
14. One (1) Representative, Management Division
15. One (1) Representative, Accounting Division
16. Two (2) Representatives, Budget Division

17. One (1) Representative, Information Systems Division
18. One (1) Representative, Network Infrastructure Systems Division

Staff Bureaus

19. Assistant Director of Staff Bureaus
20. Interim Administrative and Finance Officer, FMB
21. Head, Administrative Support Staff, LMB
22. Action Officer, Administrative and Finance, BMB
23. Chief, Administrative, Financial and Management Division (ERDB)
24. Chief, Cashier Section
25. Bureau Accountant
26. ICT Focal Person

Regional Office

27. Assistant Regional Director for Management Services
28. Chief, Administrative Division
29. Chief, Cashier Section
30. Regional Accountant
31. One (1) Representative, Regional ICT Section/Unit

Provincial Environment and Natural Resources Office (PENRO)

32. PENR Officer
33. Chief, Management Services Division
34. Cashier
35. PENRO Accountant
36. ICT Focal Person

DENR CO PDT Secretariat

37. Revihilda V. Cendaña
38. Veronica D. Regalado
39. Jocelyn Mary Frances Molina
40. Neryl L. Anglo
41. Lorna Dela Cruz
42. One (1) Staff, Management Division

The DENR CO PDT and Secretariat shall lead the conduct of the three batches of the event.

The Director, Administrative Service and Vice-Chairperson, DENR-PDT, is authorized to amend the venue or schedule in case of conflict with other activities of the Department.

All funds necessary to support the operations of the workshop shall be charged against the DENR PDT funds subject to usual accounting rules and regulations. The travelling expenses and per diems of the participants from the DENR Central Office, Regional Offices, Staff Bureaus, and PENROs shall be charged to their respective offices.

A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service-Training and Development Division (HRDS-TDD), fifteen (15) working days after the completion of the activity.

Any changes in schedule shall be submitted to the HRDS for records purposes.

This Order shall take effect on the dates specified herein.



AUGUSTO D. DELA PEÑA

Undersecretary

Organizational Transformation and
Human Resources