



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



SPECIAL ORDER
No. 2024- 810

NOV 21 2024

SUBJECT: AUTHORIZING THE ATTENDANCE OF SOME DENR CENTRAL OFFICE PERSONNEL IN THE TRAINING ON RECORDS MANAGEMENT AND HUMAN RESOURCE INFORMATION SYSTEM (HRIS) ORGANIZED BY DANICHE 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	OFFICE
Emelyn Kristine V. Pomar	Administrative Assistant III	HRDS-PD
Cristobal S. Valdez, Jr.	Senior Administrative Assistant II	HRDS-PD
Madeleine Mercado	Administrative Aide VI	OD-HRDS
Isaiah Padre	Administrative Aide VI	OD-HRDS
Myrene T. Perez	Administrative Assistant II	TDD-HRDS
Harold D. Bayan	Administrative Aide VI	TDD-HRDS
Kishia Mae F. Ibabao	Administrative Officer I	RMD-AS

All expenses to be incurred in connection with their attendance, such as registration fee, shall be charged against their respective office 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