



Republic of the Philippines  
Department of Environment and Natural Resources  
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AUG 16 2019

**SPECIAL ORDER**

No. 2019- 568

**SUBJECT: AUTHORIZING THE CONDUCT OF ORIENTATION ON ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) FOR THE JANITORIAL AND SECURITY PERSONNEL INCLUDING CANTEEN OPERATORS OF THE DENR**

In the interest of the service and in line with the implementation of the DENR Environmental Management System (EMS) in conformance with ISO 14001:2015, the conduct of Orientation on EMS on August 17, 2019 is hereby authorized. The activity shall be held at the EMB Room A, EMB Air Quality Building, DENR Compound to be attended by all Janitorial and Security Personnel including Canteen Operators. The following are authorized to act as Resource Persons and Learning event staff:

**Resource Persons:**

Engr. Guillermo Estipona, Jr. - EMS Core Team Member  
Rico E. Manalo - EMS Core Team Member

**Learning Event Team:**

HRDS-TDD Staff  
EMS Secretariat

The attendance of participants in said activity shall be on official time. Considering that the event falls on a Saturday, all participants shall be entitled to a one-day offsetting privilege to be consumed within the year.

Expenses to be incurred in relation to the conduct of the said activity shall be charged against EMS funds subject to the usual accounting and auditing rules and regulations.

The Assistant Secretary for Human Resource Development and Legislative Affairs is authorized to amend and/or re-schedule the activity in case of unavailability of resource persons, venue, or conflict with other programs of the Department.

A report shall be submitted to the undersigned within fifteen days (15) days upon completion of the activity.

The General Services Division (GSD) shall ensure that the attendance of security personnel and janitorial personnel will not affect the regular operations of their assigned offices.

This Order takes effect on the date herein specified.



**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Administration, Finance,  
Human Resources, Information Systems, Legal,  
Legislative Affairs and Anti-Corruption