



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Visayas Avenue, Diliman, Quezon City  
Tel. No. 929-66-26

FEB 28 2022

**SPECIAL ORDER**  
No. 2022- 100

**SUBJECT: DESIGNATION OF SUPERVISING FOREST MANAGEMENT  
SPECIALIST ROBERTO A. OLIVEROS AS ACTING HEAD  
EXECUTIVE ASSISTANT IN ADDITION TO HIS PRESENT  
FUNCTIONS**

In the interest of service, Supervising Forest Management Specialist Roberto A. Oliveros is hereby designated as Acting Head Executive Assistant in addition to his present functions.

As such, he shall assist, coordinate, and execute instructions of the Secretary in ensuring the smooth day-to-day operations of the Office of the Secretary. He shall assist the Secretary during meetings, coordinate with heads of offices/focal persons for important matters, and act on documents as deemed necessary.

He shall inform the undersigned in writing, through channels, of his compliance with this Order.

This Order shall take effect immediately.

  
**JIM O. SAMPULNA, CESO I**  
OIC-Secretary

