



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**MEMORANDUM**

**OCT 12 2022**

**FOR : The Regional Executive Directors**  
Regions 1-13 & CAR

**FROM : The OIC, Director**  
Human Resource Development Service

**SUBJECT : ENVIRONMENT AND NATURAL RESOURCES (ENR)**  
**ACADEMY SPECIALIZED COURSE ON COMMUNITY**  
**ORGANIZING**

The Human Resource Development Service (HRDS), in coordination with the Forest Management Bureau (FMB), will be conducting the Environment and Natural Resources (ENR) Academy Specialized Course on Community Organizing on 16-31 October 2022 at the ENR Academy, R.A., Padilla, Carranglan, Nueva Ecija. It aims to increase the knowledge and build the capacities of selected Community-Based Forest Management (CBFM) Coordinators, Field Extension Officers in facilitating Community Development-Community Organizing (CD-OD) activities using social technologies for sustainable forest management in support to Executive Order No. 263, s. 1995 "*Adopting Community-Based Forest Management as the National Strategy to Ensure the Sustainable Development of the Country's Forestlands Resources and Providing Mechanisms for its Implementation.*"

Further, the Course is designed for all permanent employees holding the positions and/or designations of Forest Protection Officers and Community-Based Forest Management Coordinators of the Department's Field Offices. The training is composed of two parts such as Face-to-Face Session (Part 1) and Community Immersion (Part 2).

Related to this, we would like to inform you that selected personnel from your respective regions are considered to participate in the abovementioned activity. Attached are the draft Special Order and advisory for reference.

For information and consideration.

  
**MIRIAM M. MARCELO**

**MEMO NO. 2022 - 704**



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## **SPECIAL ORDER**

No. 2022-\_\_\_\_\_

**SUBJECT: AUTHORIZING THE CONDUCT OF THE LEARNING EVENT  
 ON ENVIRONMENT AND NATURAL RESOURCES (ENR)  
 ACADEMY SPECIALIZED COURSE ON COMMUNITY  
 ORGANIZING**

In the interest of service and in line with the Department's continuing capacity development programs to strengthen the delivery of frontline services, the Environment and Natural Resources (ENR) Academy Specialized Course on Community Organizing is hereby authorized to be conducted on 16-31 October 2022 at the ENR Academy, R.A. Padilla, Carranglan, Nueva Ecija.

The following are hereby authorized to attend:

### **Learners**

1. Melvin Ventura	CAR
2. Faith Anne Buned	CAR
3. Melchor Molina	Region 1
4. Carissa Abel	Region 1
5. Emma G. Tarayao	Region 2
6. Ryan Jay A. Enecio	Region 2
7. Jayson Tolentino	Region 3
8. Roberleen Tamares	Region 3
9. Lady Alyanna Valderama	CALABARZON
10. Maria Sheryl C. Babao	CALABARZON
11. Maco P. Lamigo	MIMAROPA
12. Zion Sunit	MIMAROPA
13. Jhyne O. Pabilona	Region 5
14. Jocel Ann N. Macale	Region 5
15. Rosalie D. Gabat	Region 6
16. Jyra N. Isagan	Region 6
17. Chonette Piño	Region 7
18. Merly Tinay	Region 7
19. Emelie Buligan	Region 8
20. Conrado Goden	Region 8
21. Edgardo R. Pancilla, Jr.	Region 9
22. Renato C. Sapalo	Region 9
23. Jovelyn G. Oliverio	Region 10
24. Nollie C. Vistal	Region 10
25. Melfe C. Uy	Region 11
26. Jimbo S. Barredo	Region 11
27. Marilyn M. Leal	Region 12
28. Marygie Cuerpo	Region 12
29. Gelamae P. Reconalla	CARAGA
30. Leonida T. Quibuyen	CARAGA

### **Alternates**

- |                           |            |
|---------------------------|------------|
| 1. Gerald Jay Sagol       | Region 1   |
| 2. Larry Labasan          | Region 3   |
| 3. Roselle V. Salom       | CALABARZON |
| 4. Nino Aloysius Colegado | MIMAROPA   |
| 5. Enrico C. Diaz         | Region 5   |
| 6. Jodelyn Y. Ramos       | Region 6   |
| 7. Helen Arcayan          | Region 7   |
| 8. Regie Jumadiao         | Region 8   |
| 9. Jenefer L. Sanoria     | Region 9   |
| 10. Christine A. Canda    | Region 10  |
| 11. Harvey Jey Sabio      | Region 11  |
| 12. Janice Pelegrino      | Region 12  |
| 13. Queenee B. Tarife     | CARAGA     |

### **Subject Matter Experts**

- |                                  |                                |
|----------------------------------|--------------------------------|
| 1. For. Wilson E. Henson         | DENR-HRDS                      |
| 2. Dhino B. Geges, <i>PhD</i>    | College of Human Ecology, UPLB |
| 3. Caroline D. Piñon, <i>PhD</i> | College of Human Ecology, UPLB |
| 4. Prof. Emelinda T. Mendoza     | College of Human Ecology, UPLB |

### **Learning Event Team**

1. Carlos A. Bartolata, Jr.
2. Castor E. Cabrera
3. Jesah Lou T. Cabañero
4. Jennifer P. Santelices
5. Myrene G. Tarlac
6. Keziah Jael Concepcion C. Aguirre
7. Representatives from ENR Academy facility

Should a session day fall on a holiday or a weekend, all learners and staff shall be entitled to Compensatory Time Off (CTO). All expenses to be incurred in the conduct of the aforementioned course and other allowable incidental expenses shall be charged against HRDS funds, while travelling expenses of the participants including plane fare to and from the venue shall be charged to their respective offices subject to existing accounting and auditing rules and regulations.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is authorized to amend and/or re-schedule the activity in case of conflict with other programs of the Department or unavailability of the resource persons.

A report shall be submitted to the undersigned within fifteen (15) days after the activity. Further, each learner shall accomplish and submit a Competency Development Management Form (CDMF) seven (7) days after the conduct of activity.

This Order takes effect on the dates specified herein, unless otherwise reset to another date.

**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Legal, Administration,  
Human Resources and Legislative Affairs



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## **A D V I S O R Y**

### **CONDUCT OF ENVIRONMENT AND NATURAL RESOURCES ACADEMY SPECIALIZED COURSE ON COMMUNITY ORGANIZING**

**FOR/TO : All Concerned Officials and Participants**  
**Regions 1 – 13 & CAR**

The Human Resource Development Service (HRDS) through the Training and Development Division (TDD) and in coordination with the Forest Management Bureau (FMB), will conduct the Environment and Natural Resources (ENR) Academy Specialized Course on Community Organizing on 16 – 31 October 2022 at the ENR Academy, R.A. Padilla, Carranglan, Nueva Ecija.

Related to this, all participants, learning event team, and concerned officials and employees/personnel are advised of the following:

#### **PRE-TRAINING REQUIREMENTS/ ACTIVITIES**

- ✚ Only vaccinated participants shall be allowed to join.
- ✚ Alternate participants shall wait for the advice of the HRDS Learning Event Team should there be available slots to fill-in.
- ✚ Bring a laptop, flash drive/hard drive and smart pocket wifi (if available).
- ✚ A bus will convey the participants from the Central Office to the ENR Academy at 1:00 PM on October 16, 2022;
- ✚ All participants are expected to be at the ENR Academy on October 16, 2022. Bring ARTA ID and sets of office uniform and comfortable clothes as well as appropriate footwear for indoor and outdoor activities.
- ✚ Learning kit shall be handed over once in the Academy.
- ✚ Wearing of facemask shall be observed at all times.
- ✚ Minimum health protocol shall also be observed at all times.
- ✚ Please inform the learning event team ahead of time regarding any strict dietary restrictions.

For information and guidance.

**Training and Development Division  
Human Resource Development Service**