



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER

No. 2023- _____

**SUBJECT: AUTHORIZING THE CONDUCT OF ORIENTATION CUM
DATA INPUTTING ON ONLINE REPORTING SYSTEM**

In the interest of the service and in order to train and equip participants with knowledge on the basic concepts and functions of the newly developed Online Reporting System (ORS), a two-day orientation cum data inputting on the System is hereby authorized and shall be held on 23-24 March 2023 in Region IV-A.

The following officials and employees are hereby authorized to attend:

Participants:

A. Central Office

1. OIC-Director, Policy and Planning Service (1)
2. OIC-Chief, Program Monitoring and Evaluation Division (1)
3. Staff, Program Monitoring and Evaluation Division (16)

B. Regional Offices

1. Regional Planning and Management Division Representative (1)

C. Provincial Offices

1. Provincial Environment and Natural Resources Office- Planning Office Representative (1 per PENRO)

Expenses for food, accommodation, supplies and materials, transportation and other incidental expenses shall be charged against the Central Office Budget. Transportation and travelling expenses from/to station shall be charged against their respective offices subject to the existing accounting and auditing rules and regulations. A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service-Training and Development Division fifteen (15) days after the completion of the activity.

This Order shall take effect on the dates specified herein.

AUGUSTO D. DELA PEÑA
Undersecretary for Organizational Transformation
and Human Resources

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