



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

22 NOV 2023

MEMORANDUM

**FOR/TO : ALL OFFICIALS AND EMPLOYEES AUTHORIZED TO
ATTEND THE 2023 NATIONAL ALTERNATIVE DISPUTE
RESOLUTION (ADR) DAY**

FROM : The Assistant Secretary
Legal Affairs
Chairperson, ADR Committee

**SUBJECT : RESCHEDULE OF THE 2023 NATIONAL ALTERNATIVE
DISPUTE RESOLUTION (ADR) DAY TO 18-19 JANUARY 2024**

DATE :

This refers to Special Order (SO) 2023-777 dated 17 November 2023 with the subject "Authorizing the Celebration of National Alternative Dispute Resolution (ADR) Day on 4 to 5 December 2023."

Pursuant to the paragraph on the said SO, which provides that "*the Assistant Secretary for Legal Affairs, Chairperson of the ADR Committee, is hereby authorized the determine the appropriate venue for the activity, amend, and reschedule all the aforementioned activities in case of unavailability of the resource person/s, venue or conflict of schedule with other activities of the Department,*" the celebration of the ADR Day is rescheduled for the reason that officers of the Department, who will be playing an instrumental role in the program, more specifically, with the first ever awarding of the outstanding ADR Officers nationwide, will not be available on the original dates set for the event. Moreover, rescheduling the event to a date close to the original will not be possible anymore as conflict on the schedules would arise with other activities of the Department lined up for the month of December.

Thus, it is proper that the said event be rescheduled on 18-19 January 2024. Venue to be determined. Rest assured that the necessary adjustments, specially on the earmarking of 2023 funds for use in 2024, have all been processed in accordance with the relevant rules and issuances.

For your guidance and information.


ATTY. MICHELLE ANGELICA D. GO, LL.M., CESO II