



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

**MEMORANDUM**

**FOR** : Document Action Tracking System Focal Persons  
**FROM** : The Head Executive Assistant  
**SUBJECT** : Document Action Tracking System (DATS) Orientation  
**DATE** : JUNE 28 and 29, 2005  
**VENUE** : MISD, DENR Visayas Avenue, Diliman, Quezon City

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In the interest of the service and as part of the continuing improvement in the routing and tracking communications, the Management Information Systems Division will conduct an orientation regarding the use DATS on June 28 and 29, 2005.

The following representatives of each office shall attend the said activity. Please attend the orientation as scheduled below:

June 28, 2005 - 9:00 AM – 11:00 AM (Tue)	June 28, 2005 - 1:30 PM – 4:00 PM (Tue)
1. Audrey Rosete - RMDD-Main	18. Jane Bautista - RMDD-Main
2. Cora Camat - RMDD-PACE	19. Bless Loyola - RMDD-PACE
3. Dina Sanay - OUMLA	20. Nelia Quezada - FASPO
4. Noran Ortega - OUMLA	21. Rhodora Casinillo - FASPO
5. Abokhayr Disonm - OAMLA	22. Cristina Manlaysay - FASPO
6. Geraldine Palaruan - OUSec, Planning	23. Elizabeth Ayap - FASPO
7. Maureen S. Tolentino - OAsec, Environment	24. Jeffrey Garaton - OHRMS, Dir
8. Jocelyn Mabini - FMB	25. Macario Bascon - SCO
9. Virginia Angeles - FMB	26. Jocelyn Clemente - Cashier
10. Ellaine Esguerra - OAsec, Legal	27. Myrna Tadena - Budget Div.
11. Arnie Zaragoza - OAsec, LegalAdmin	28. Pauline Ganton - Budget Div.-Voucher
12. Evelyn Jaballas - USEC, Lands	29. Donna Villapando - OFMS, Dir
13. Ma. Concepcion Mendoza - OUMTS	30. Sally de la Cruz - Accounting Div.
14. Leni Garcia - OAsec, Legal	31. Florida Fajardo - OAdmin. Dir
15. Lea Gloria de la Cruz - OLegal -Dir	32. Barbara Villarba - Mgt. Div.
16. Jocelyn Agravio - OUsecEF	33. Mia Alma Batcagan - Personnel Div.
17. Dexter Villa - OHEA	34. Olivia Martinez - ASec Legal, Legis

June 29, 2005 - 9:00 AM – 11:00 AM (Wed)	June 29, 2005 - 1:30 PM – 4:00 PM (Wed)
35. Alma Rutaquio - OSEC	52. Rosalina Carando - RMDD-Main
36. Heyley Conception - PDED,PPS	53. Alejandro dela Cruz, Jr - RMDD-Main
37. Evangeline Pilac - PPS, Dir	54. Jenna Agir - GSD
38. Marlyn Rebadomia - PPD,PPS	55. Mary Ann Asuncion - CARP
39. Ramil Matubis - PSD-PPS	56. Dennis Guy Segovia - NRMP
40. Ervy dela Cruz - RSD-PPS	57. Joselito Magat -CMMO
41. Gloria Bancifra - ASec VisMin	58. Mark Lawrence Baguisi - WRDP
42. Rannie Pacpaco - PAO	59. Jun Ramos - PAWB
43. Zenaida Leaño - NAMRIA	60. M. Genoroso - PAWB
44. Jioliza Cabrera - R4-A	61. Conchita Contura - NRDC
45. Rommel Cabuya - R4-A	62. Albina Pineda -NCR
46. RudJard Cabrero -R4-A	63. Myrna Edlium - LMB
47. Gina C. Tocino - ERDB	64. Vida Laurice Florendo - LLDA
48. Glenn Noble - MGB	65. Aimee Rose Samaniego - LLDA
49. Noe Faeolo - MGB	66. M. Geneva - EMB
50. Lily Ann Canuedo - MGB	67. O. Espillooy - EMB
51. Rossano Brillantes -R4-B	68. L. Waymel - EMB

For confirmation, please call Mr. Glen Mendoza or Ms. Erlinda Cantil of MISD at 9260553 or 9296626 local 2045.

Your attendance is hereby enjoined.



*[Signature]*  
**ATTY. ZOLLO L. ANDIN, JR.**  
 Head Executive Assistant

Recommended :

*[Signature]*  
**EMMANUEL A. MIRAFLORES**  
 Chief, Management Information System Div. *[Signature]*

*Numero 185*