



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

SEP 28 2023

**FOR/TO :** All Heads of Offices  
Central Office

**FROM :** The Incident Commander  
DENR Disaster Response Team

**SUBJECT :** CREATION OF NEW CENTRAL OFFICE DISASTER  
RESPONSE TEAM (DRT) - OFFICIALS AND MEMBERS

**I. Legal Bases**

1. Section 13 of Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management (DRRM) Act, provides that the government agencies, CSOs, private sector and LGUs may mobilize individuals or organized volunteers to augment their respective personnel complement and logistical requirements in the delivery of disaster risk reduction programs and activities.
2. Civil Service Commission-Department of Health-Department of Labor and Employment Joint Memorandum Circular no. 1 series of 2020, mandates the constitution of their respective Safety and Health Committees (SHC) among others, to develop and maintain contingency plans and provide training/seminars in handling disaster situations.
3. In compliance with the JMC no. 2020-01, DENR Special Order No. 330 series of 2023 dated 02 June 2023 was issued by the Secretary creating the SHC of the DENR Central Office. In said SO, the DENR Disaster Response Team (DRT) Incident Commander was made a member of the SHC.

**II. Creation of New DENR DRT**

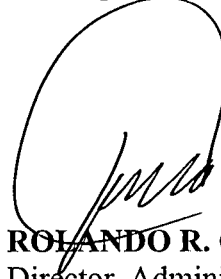
To accomplish the aims of RA no. 10121 and JMC no. 2020-01 as expressed in SO No. 2023-330, a new DENR Central Office Disaster Response Team (DRT) is proposed to strengthen the Department's emergency response capabilities.

Due to the physical and psychological demands needed to support programs and promote a culture of safety and health for the department, the DENR Central Office DRT is recommended to be constituted under the attached draft Special Order.

Relative to this, the heads of office are requested to confirm and/or recommend members of their respective team based on their skills, physical capabilities, and passion to serve.

Should you concur with this proposal, or have any comments, additions and/or inclusions, please find the recommendation/reply slip for submission on or before 09 October 2023. Failure to submit the accomplished recommendation/reply slip on the said date will be treated as approval of the draft Special Order in toto.

For compliance.

A handwritten signature in black ink, appearing to read 'R. Castro', enclosed within a large, hand-drawn oval shape.

**ROLANDO R. CASTRO**  
Director, Administrative Service

## DENR DRT ICS Structure

NO	DRT Position
1	Incident Commander: Dir. Rolando R. Castro
2	Deputy Incident Commander: Engr. Guillermo Estipona, Jr.
	<b>Command Staff</b>
3	Public Information Officer – PIO (1)
4	Safety Officer (1)
5	Liaison Officer (1)
	<b>General Staff</b>
6	Operations Section Chief (1)
	6.1 Damage Assessment Officer
	6.2 Hazardous Materials Officer
	6.3 Medical and First Aid Team
	6.4 Evacuation Team (Floor Marshals) (1 per floor main bldg., FASPS bldg., Hostel, Employees' Welfare bldg.)
	6.5 Evacuation Team (Office Marshals) (1 per office)
	6.6 Search and Rescue Team (2 per floor)
	6.7 Fire Fighting team (1 per floor)
	6.8 Security/Warning Officers (1 per floor/per area)
7	Planning Section Chief (1)
	7.1 Transportation/Staging Officer (1):
8	Logistics Section Chief (1)
	8.1 Communications Officer (1):
	8.2 Equipment, Supplies and Materials Record Officer (1)
9	Finance and Admin Section Chief (1)
	9.1 Procurement Officer (1)
	9.2 Finance Records Officer (1)
10	DRT Secretariat
	10.1 Head
	10.2 Members

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	6.7 Fire Fighting team (1 per floor)
	6.8 Security/Warning Officers (1 per floor/per area)
7	Planning Section Chief (1)
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8	Logistics Section Chief (1)
	8.1 Communications Officer (1):
	8.2 Equipment, Supplies and Materials Record Officer (1)
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DENR CENTRAL OFFICE DISASTER RESPONSE TEAM (DRT)  
OFFICIALS AND MEMBERS

**Recommendation/Reply Slip**

<b>DRT Position</b>	<b>Name</b>	<b>Office (name, floor/building location)</b>	<b>Contact Number</b>
Member of Command or General Staff (If applicable)			
Office Marshal (1 Per Office)			
Search and Rescue (2 Per Floor)			
Fire Marshal (1 per Floor)			

Approved

Disapproved

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Name and Signature  
Head of Office



**SPECIAL ORDER**

No. 2023 \_\_\_\_\_

**DRAFT**

**SUBJECT : CREATION OF THE NEW CENTRAL OFFICE DISASTER RESPONSE TEAM (DRT) - OFFICIALS AND MEMBERS**

In the interest of the service and in order to strengthen the Department's emergency and response capabilities, the DENR Disaster Risk Reduction and Management Team is hereby reconstituted as follows:

**A. INCIDENT COMMANDER AND DEPUTY INCIDENT COMMANDER**

1	Incident Commander	Director Rolando R. Castro
2	Deputy Incident Commander	Engr. Guillermo Estipona, Jr.

**B. INCIDENT COMMAND STAFF**

3	Public Information Officer	Jewel Labita/Maria Rainelda Rosario Ferraris
4	Overall Safety Officer	Engr. Jeffrey Bancifra
5	Safety Officer	Aidrian Esdicol
6	Liaison Officer	Ester Sarmiento

**C. GENERAL STAFF**

7	Operations Section Chief	Lamberto Ramos
8	Planning Section Chief	Johan Keith Nelson B. Gorospe
9	Logistics Section Chief	Dianne G. Ibias
10	Finance Section Chief	Imelda Dela Cruz

**D. OPERATIONS**

11	Evacuation Team	Floor and Office Marshal per floor
12	Search and Rescue Team	Search and Rescue officer per floor
13	Fire Marshal (Basement)	Jeffrey Gonzales
14	Fire Marshal (Basement)	Bernard Lerita
15	Fire Marshal (1st Floor)	Emmerson Gorospe
16	Fire Marshal (1st Floor)	Rene Boy Guerrero
17	Fire Marshal (2nd Floor)	Isaiah Padre
18	Fire Marshal (2nd Floor)	Allan Kliene Ligaya
19	Fire Marshal (3rd Floor)	Paulo Bituin
20	Fire Marshal (3rd Floor)	Lenard Pedro
21	Fire Marshal (4th Floor)	John Marlon Magbuo
22	Fire Marshal (5th Floor)	Marc Jordan Mendoza
23	Fire Marshal (5th Floor)	Ronnel Binag
24	Fire Marshal (6th Floor)	Gil Mondroy

25	Fire Marshal (6th Floor)	Jovan Luciano
26	Fire Marshal (Secal Bldg. 2nd Floor)	Joselito Castilla
27	Fire Marshal (Secal Bldg. 3rd Floor)	Venus Sulla
28	Security/ Warning Officers	Security Guard per floor
29	Damage Assessment Officer	Engr. Randy Tiin
30		Engr. Paul Billones
31		Engr. Alberto Ellema
32		Engr. Christian Molina
34		Ar. Earlle Sarah Nicdao
35		*USEC David Staff
36		Hazardous Materials Officer
37		Francis L. Naldo
38		*Vernon Timbas

#### E. PLANNING

39	Transportation/Staging Officer	Roy Jake E. Castillo
40		Engr. Jay B. Alconis

#### F. LOGISTICS

41	Equipment, Supplies and Materials Records Officer	Villma Ferrer
42	Communication Officer	Lenirita Cunanan

#### G. FINANCE/ADMINISTRATION

43	Procurement Officer	Ann Joanna Villarama
44	Finance Records Officer	Carolina A. Lopez

#### H. SECRETARIAT

45	Head	FOR Wilson E. Henson
46	Member	Jack Victor M. Nera
47	Member	Ethelvec D. Mataga, DMD
48	Member	Ar. Jamille Vanessa E. Saplagio
49	Member	Raquel Smith C. Ortega
50	Member	Ar. Al Anthony B. Roman
51	Member	Anne Myrene C. Tumbaga
52	Member	Kharlo John D. Lagman

#### I. DENR MAIN BUILDING BASEMENT OFFICERS

53	Floor Marshal	Ramil Mangubos
54	Office Marshal (RMD)	Jovi Jon Odencia
55	Office Marshal (PSMD)	Milanny Quezada/Kim Bustamante
56	Office Marshal (GSD)	Ofelia Bonquin
57	Office Marshal (QMS)(IPC)	Rhinosuelo Noel Agundo
58	Office Marshal (CARP)	Xerxes Felino Austria
59	Search and Rescue Officer (RMD)	Mark Joseph Antonio
60	Search and Rescue Officer	Eugene Valdez

**J. DENR MAIN BUILDING 1st FLOOR**

61	Floor Marshal	Leo Angelo B. Prieto
62	Office Marshal (Personnel)	Jayson Alconis
63	Office Marshal (Budget)	Rene Ayson
64	Office Marshal (Acctg)	Jazon Crispino
65	Office Marshal (Management)	Lea Marie Blas
66	Office Marshal (OD-FMS/IAS)	Norman Puchero
67	Office Marshal (COA)	Arian Bool
68	Office Marshal (Cashier/Lobby)	Jonathan Santiago
69	Search and Rescue Officer	Vijay D. Palicpic
70	Search and Rescue Officer	Cristobal S. Valdez, Jr.

**K. DENR MAIN BUILDING 2nd FLOOR**

71	Floor Marshal	Dexter M. Villa
72	Office Marshal (SCIS-SAEPD/OUOTHR)	John Alfred Sy
73	Office Marshal (SMCRD/OUSCLA)	Robelyn Ceballo
74	Office Marshal (CCS/OUFISCC/OD-CCS)	Jacqueline Matugas
75	Office Marshal (SCIS-PID/ASEC HIRO/LLO)	Joseph Valdez Jr.
76	Office Marshal (USEC JONAS/OD-HRDS/TDD/CDD)	Harold D. Bayan
77	Office Marshal (SCIS-DCD/OD/Social Hall/Telecom)	Cris Mejia
78	Search and Rescue Officer	Ronnel Andrew Noprada
79	Search and Rescue Officer	Joey Pagsugiron

**L. DENR MAIN BUILDING 3rd FLOOR**

80	Floor Marshal	Ruben Ricafort
81	Office Marshal (Planning)	Allan Guiterez/Joshua Jhonel M. Magcamit
82	Office Marshal (Legal-OD, INAD)	Arnel Gonzales
83	Office Marshal (Legal-CCD/LPD)	Frederick Romulo
84	Office Marshal (Legal - LROD/LCPMD)	William Ferrer
85	Office Marshal(Legal-IAD-ASEC Nicer)	Mark Vincent Yngente
86	Office Marshal (Legal-AILT/ZBTF/ADR)	Miguel Alhambra
87	Office Marshal (USEC Cuna)	Jeremy Pagaduan
88	Office Marshal(USEC David)	Ronill Nillosan
89	Office Marshal (GRT)	Kenneth Cabrera
90	Search and Rescue Officer	Anthony Manuel Tadlip
91	Search and Rescue Officer	Raymond Fernandez

**M. DENR MAIN BUILDING 4th FLOOR**

92	Floor Marshal	Ivy Nicole Angeles
93	Office Marshal	Jireh James Rodriguez
94	Search and Rescue Officer	Edgar Villanueva
95	Search and Rescue Officer	Christian Lorie Albo



**N. DENR MAIN BUILDING 5th FLOOR**

96	Floor Marshal	Archie Gamboa
97	Office Marshal (ASEC LV/MBCO)	Arvin Francisco
98	Office Marshal (ASEC Legal/OUFOM)	Arnie/Jordan
99	Office Marshal(ASEC Mars/ASEC Nits)	Kryshlaine Raquel
100	Search and Rescue Officer	Richard Dean Dizon
101	Search and Rescue Officer	Ivan Cayabyab

**O. DENR MAIN BUILDING 6th FLOOR**

102	Floor Marshal	Alvin Quitoriano
103	Office Marshal (OULA)	Ria Dilan
104	Office Marshal (KISS-SDRMD/ISD)	Joey Talabis
105	Office Marshal (FOWM/KISS-NIMD/OD)	Juanita Timola
106	Search and Rescue Officer	Michael Pagulayan
107	Search and Rescue Officer	Ariel Francis De Castro

**P. SECAL BUILDING 2nd floor 3rd FLOOR**

108	Floor Marshal	Rhona Mabilangan
109	Office Marshal (Grd Flr/RBCO/Medical)	Mark Allan Flaviano
110	Office Marshal (2nd Floor)	William Bayhon
111	Office Marshal (3rd Floor)	Jose Manuel, Jr.
112	Search and Rescue Officer (Grd Flr)	Klinth Aaron R. Nanit
113	Search and Rescue Officer (2nd Floor)	Bea Liza R. Latido
114	Search and Rescue Officer (3rd Floor)	Francisco Salas, Jr.

**Q. DENR HOSTEL BUILDING**

115	Floor Marshal	Melinda B. Jarabe, DMD
116	Office Marshal	Clarisse Nelagel Delos Santos
117	Search and Rescue Officer	Iris Zarinah Cid
118	Search and Rescue Officer	Patricia Anne Lui

**R. EMPLOYEES WELFARE BUILDING**

119	Floor Marshal	Jeffrey De Vera
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**S. SMART HOUSE/WAREHOUSE BUILDING**

120	Floor Marshal (Day Care)	Catherine T. Leonardo
121	Office Marshal Smart House (Day Care)	Marites G. Orallo
122	Office Marshal Warehouse Bldg (CSC)	Michael Justin C. Gatan

## T. MEDICAL AND FIRST AID TEAM

123	Medical Officer	Palma G. Gundran, M.D
124	Triage Officer	Shirley Latoja, D.M.D
125	Treatment Officer: Green	Ethelvec D. Mataga, D.M.D
126	Treatment Officer: Green	Melinda B. Jarabe, D.M.D
127	Treatment Officer: Green	Edna Asuncion, R.N.
128	Treatment Officer: Green	Chester Paul Torio, R.N.
129	Treatment Officer: Yellow	Rowena Amazan, R.N.
130	Treatment Officer: Yellow	John Clarence I. Escubio, R.N.
131	Treatment Officer: Yellow	Angelica T. Martinez, R.N.
132	Treatment Officer: Red	Jocel Anne Ledesma, R.N, D.M.D
133	Treatment Officer: Red	*Atty. Aventino S. Gopico, R.N.
134	Treatment Officer: Red	*Atty. Paolo B. Gonzales, R.N.
135	Treatment Officer: Black	Shermaine Miña, R.N.
136	Treatment Officer: Black	Elaiza Jean Castillo
137	Treatment Officer: Black	Alodia Rosette B. Yap

As such they shall perform their duties in accordance with their designations. They shall also participate in the periodic drills of the department. The team shall serve as the Emergency Response Team should there be any untoward incidents that may occur any time.

The Damage Assessment Team and Hazardous Materials Unit shall assess/evaluate environmental damage and provide recommendations for containment/control of the incident. All GSD maintenance personnel shall assist in damage control, restoration and clearing operation.

All members of the team and DENR employees regardless of the status of their employment must be provided with trainings/workshops/seminars and personal protective equipment such as hard hat, whistle, flashlights and emergency kit to include "Go Bag" containing three-day survival needs which will be chargeable against DENR funds.

All other expenses to be incurred in relation to disaster response shall be charged against DENR Funds subject to the usual accounting and auditing rules and regulations.

This Order supersedes previous issuances and takes effect immediately.

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