



NOV 06 2023

**MEMORANDUM**

**FOR : ALL END-USER/IMPLEMENTING UNITS**  
DENR Central Office

**FROM : THE DIRECTOR**  
**Administrative Service**

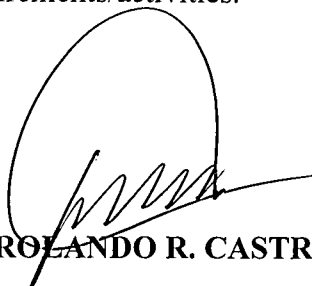
**SUBJECT : SUBMISSION AND/OR UPDATING OF ASSIGNED PERSONNEL AS**  
**PROCUREMENT AND SUPPLY MONITORING OFFICERS**

In line with the continuous improvement of the processing and monitoring of procurement activities and ensure the timely preparation, submission and monitoring of procurement documents and activities, may we respectfully request your office to submit and/or update the assigned names of focal personnel (principal and alternate) to be responsible in the preparation of Project Procurement Management Plan (PPMP) and other procurement related documents and activities, with their existing Facebook Messenger Account and updated email address on or **10 November 2023** to the Procurement Management Section-Property and Supply Management Division (PrMS-PSMD) through its email address at **denrcoprocurement2020@gmail.com**.

The assigned focal personnel will be included in the amendment of Special No 2022-376 dated 25 May 2022 and shall perform the following duties and responsibilities:

- a. Prepares and submits PPMP of their respective offices not later than the prescribed deadline;
- b. Prepares Purchase Requests (PRs) based on the scheduled Procurement Activities of their respective requirements indicated in their approved PPMP;
- c. Monitors the status of their approved PPMP vs processed PRs (in percentage);
- d. Prepares and submits approved Supplemental PPMP (S/PPMP);
- e. Monitors the milestone of their respective procurement requirements from Purchase Request up to Payment;
- f. Inputs status/activities of each project in the PMR and Tracking Sheet (google sheet);
- g. Prepares and submits Project Procurement Monitoring Report of all procurement requirements of their respective offices as per Memorandum No. 2021-688 dated 11 October 2021;
- h. Submits External Service Provider Performance Evaluation Form;
- i. Represents their office/committee in the conduct of PPMP preparation and updates related to procurement process, laws and regulations; and
- j. Closely coordinates with PrMS-PSMD and other concerned offices as necessary and discusses matters pertaining to procurement requirements/activities.

For immediate compliance.

  
**ROLANDO R. CASTRO**



MAY 25 2022

**SPECIAL ORDER**

No. 2022- 376

**SUBJECT : AMENDING SPECIAL ORDER NO. 2022-28 ON THE DESIGNATION OF SOME DENR PERSONNEL IN THE DENR CENTRAL OFFICE AS PROCUREMENT AND SUPPLY MONITORING OFFICERS (PSMOs) IN THEIR RESPECTIVE OFFICES**

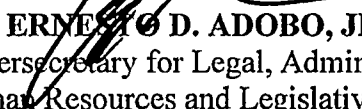
In the interest of the service and in line with the continuous improvement of the processing and monitoring of procurement activities and to ensure the timely preparation and submission of required procurement requirements in the DENR Central Office, the following employees are hereby designated as Procurement and Supply Monitoring Officers (PSMOs) in addition and/or amendment to the existing PSMOs:

OFFICE	PRINCIPAL	ALTERNATE
OSEC	Revihilda V. Cendaña	Renee Diane V. Acharon
OHEA	Rev Aidrian L. Morin	Ronie Boy M. Mamado
DENR Action Center	Torsina U. Assiong	Arse Miguel B. Arabejo
<b>Office of the Undersecretaries</b>		
OULAHRLA	Aprilyn M. Magahis	Rowena B. Bitantes
OUFISCC	April Rose G. Mansueto	Jaqueline J. Matugas
OUPPIA	Luzviminda B. Jarne	Rowena D. Gersalia
OUFOLVE	Gina I. Plete	-
OUFOM	Estela S. De Guzman	Marc Jordan A. Mendoza
OUESWMLGUCAA	Patricia Joy V. Ambrocio	Merianne Kate J. Vargas
OUSCMABARMM		
<b>Office of the Assistant Secretaries</b>		
OAESWMLGUC	Evelyn F. Cariño	Pierre Herbert M. Balite
OAPPFASPS	Ma. Josefina Lynn G. Torio	Ma. Lourdes E. Siochi
OALA	Arnie B. Zaragosa	-
OAFISMC	Veronica N. Agasen	-
OAALA	Vermon D. Timbas	Angelica V. Tugade
OAF OEM	Aira Mae P. Valenzuela	Ricky Dave D. Daguro
OAHRSCSI	Roniel C. Rentiquiano	April Anne P. Casas
OAFOLV	Digna C. Pacis	Gladys Joan C. Madelar
OAFOWM	Shella Mae Mitchelen M. Toledo	Juanita C. Timola
SCIS-OD	Ma. Vannesa L. Bal	Ma. Helen C. Ladua
SCIS-PID	Maylene D. Ibardolasa	Marco Polo J. Demo
SCIS-DCD	Crisanto F. Mejia	Melvin B. Soriano
SCIS-SAEPD	Ma. Leonelyn Karol V. Tabares	Donita Rose O. Cleofas
SCIS-SMCRD	Franelie T. Dela Cruz	Harvy Daniel D. Ramirez
IAS-OD	John Paul T. Haylo	Claire R. Alferos
IAS-MAD	Aileen B. Navarro	Rhea N. Ho
IAS-OAD	Emmylou S. Puerta	Laurence D. Papina
FMS-OD	Marilyn L. Rebadomia	Maybelle M. Orosco
FMS-AD	Wilma P. Villanueva	Mary Jane S. Noble
FMS-BD	Marika Joy D. Antonio	Jovan Christian R. Opea
FMS-MD	Marc Genesis G. Bauzon	Lea Marie F. Blas

OFFICE	PRINCIPAL	ALTERNATE
KISS-OD	Antonio S. Bautista, Jr.	Princess Dianne R. Rea
KISS-SDRMD	Jose Henry M. Talabis	Kathleen Ann S. Dimalanta
KISS-ISD	Felino Don Pedro L. Austria	-
KISS-NIMD	Ronnel B. Vigil	Michael L. Pagulayan
LAS-OD	Ma. Theresa F. Terrado	Arnel P. Gonzales
LAS-LCPRMD	Ailene Jonel V. Balan	Jeanette P. Tismo
LAS-IAD	Mark Vincent C. Yngente	Virginia B. De Guzman
LAS-INaD	Paul Bryan F. Limyoco	Ma. Teresa G. Zamora
LAS-CCD	Gemmalie N. Briones	Raymond C. Fernandez
LAS-LPD	Lea Gloria A. Dela Cruz	Ralph Aaron A. Atienza
LAS-LROD	Marites A. Tamayo	William F. Ferrer
FASPS-OD	Hayde J. Lato	Wilhelmina C. Diez
FASPS-PMD	Jose T. Manuel, Jr.	Karlo S. Chanliongco
FASPS-PAMD	Carlo B. Buentipo	Maria V. Cardona
FASPS-PPD	Mary Ann E. Tena	Mervin S. Murillo
FASPS-PMED	Emily V. Coronel	Alma P. Estrada
PPS-OD	Evangeline D. Pilac	Anna Marie B. Villarama
PPS-PPD	Jamima Abbilyn V. Sigue	Grace D. Huesca
PPS-PMED	Erlinda T. Villarosa	Maybele A. Umbrero
PPS-PSD	Maria Theresa M. Enriquez	Amer Arnold B. Luminog
HRDS-OD	Inghrid S. Busa	Isaiah B. Padre
HRDS-PD	Leo Angelo B. Prieto	Corita M. Bartolo
HRDS-CDD	Pamela L. Burlat	Rosalyn B. Tolentin
HRDS-TDD	Louisito P. Estacio	-
Medical Unit	Elwyne Louise M. Bayron	Elaiza Jean N. Castillo
AS-OD	Veronica D. Regalado	Maylyn A. Solis
GSD	Rommel P. Romulo and Katrina Carla I. Catapang	Fe A. Mendizabal and Roy Jake A. Castillo
PSMD	Jessa B. Montes	-
RMD	Milagros L. Franco	Vann S. Llamera
CCS-OD	Imelda T. Matubis	Ronnel Andrew M. Noprada
CCS-CCMID		
CCS-CITSD	Jenifer D. Flores	Bryan B. Bongco
RBCO	Marietta J. David	Mariella M. Bariguez
MBCO	Raquel G. Maale	Richard Dean Z. Sison
PRCMO	Bryan August L. Mallillin	-
CARP	Mary Ann M. Asuncion	-
ELEPS	Maria Lourdes O. Griarte	Almond Francois A. Alindayu
TF Tayo ang Kalikasan	Katrinne Grace B. Afionuevo	Reynold D. Braga
TF Zero Backlog	Ricky Aristotle M. Arzadon	Lenard D. Pedro
BIATF Management Group	Rowena B. Bitantes	-
BAC	Ann Joanna B. Villarama	-
Disposal Committee	Jeffrey C. Gonzales	-
Green Procurement Committee	Kim L. Bustamante	Justine Love R. Molina
Anti-Fake Titles Committee	Mary-Ivick T. Somera	Joyce S. Culala
ADR Committee	Mary Emmeline F. Custodio	Bryan Jorge L. Bangal
GSRCT	Ma. Josephine S. Saguibo	-
LLO	Ma. Victoria T. Somera	Everly J. Guerrero
DDRRMT	Jamille Vanessa E. Saplagio	Jack Victor M. Nera
QMS	Antonette C. Laman	Joanna Mae P. Yumol
EMS	Francis L. Naldo	-
IPC	Rhinosuelo Noel Agundo	-

All other provisions, duties and responsibilities to be performed by the designated PSMOs stipulated in the abovementioned Special Order shall remain the same.

This Order shall take effect immediately.

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



