



Republic of the Philippines  
Department of Natural Resources  
**OFFICE OF THE SECRETARY**  
Diliman, Quezon City

October 17, 1977

SPECIAL ORDER:  
No. 328  
Series of 1977

SUBJECT: Authorizing the Members of the DNR Association of Personnel Officers (DNRAPO) to render Extension Services to Personnel/Administrative Officers in the Regional Offices.

With the promulgation of P.D. No. 807 in 1975 otherwise known as the New Philippine Civil Service Decree, various innovations have been instituted. Foremost of these innovations are matters concerning appointments and other personnel actions. Moreover, since the passage of the Decree, various implementing orders, Letters of Instruction Nos. 448 and 447, Department Order No.9, Joint BC-CSC Memorandum Circular No. 1, series of 1976, CSC Memorandum Circular No.1, series of 1977, and other administrative issuances pertinent thereto, were circularized for effective implementation. These innovations, however, have to be clarified with all the Regional Personnel/Administrative Officers faced with the bulk of the department's working force.

In order therefore to bring to the grassroot level full understanding of the changes envisioned in the Decree and all the other succeeding issuances, the DNR through the DNRAPO has considered the importance of assisting and guiding the Personnel /Administrative Officers in the regions through a series of regional conferences.

Generally, the conference aims to provide the Personnel Officers/Administrative Officers in the regions the proper forum to grasp and understand the thrusts, meaning and intents of P.D. No. 807 and all the other administrative issuances for a more effective personnel transactions management.

Specifically, it aims to:

1. Offer the Regional Personnel Officers/Administrative Officers the opportunity to identify and discuss problems, share ideas and experiences and arrive at possible

solutions for a responsive personnel transaction processes.

2. Acquaint them with the policies of the New Civil Service Decree and that of the Department and the Bureaus;

3. Acquaint them with the requirements and procedures in the preparation of appointments and other personnel actions for an expeditious and effective performance.

4. Strengthen the Administrative capability for regional operations.

To ensure the speedy and effective implementation of these series of activities, two(2) teams are created (see attached) to be composed of the Personnel Officers from the DNR Proper, Bureaus and attached agencies who are also the officers and members of the DNRAPO. These 2 teams are headed by a Coordinator and Assistant Coordinator in the person of Miss Rosario B. Bernardez and Mr. Pedro G. Pangilinan respectively.

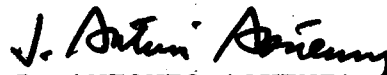
To facilitate the conduct of efficient and responsive meeting/conferences, the teams are authorized to call on any official or employee in the regional offices for assistance and/or support.

Immediately after the termination of the field work however, the teams shall submit to the undersigned a report together with their findings, suggestions and/or recommendations.

Operating expenses for per diems, daily allowances, transportation, supplies and materials and miscellaneous freighting costs such as telegrams etc., to be incurred by the members of the teams shall be charged against the appropriation of their respective offices/bureaus, subject to the usual accounting and auditing regulations.

This Order shall take effect immediately.

By Authority of the Secretary:



J. ANTONIO AGUENZA  
Acting Assistant Secretary

ANNEX A

ROSARIO B. BERNARDEZ - Coordinator  
PEDRO G. PANGILINAN - Assistant Coordinator

TEAM A

Mr. Ramon Madamba - Bu. of Lands, Team Leader  
Mrs. Dorina Militante - Bu. of Mines, Asst. Team  
Leader  
Mr. Prisciliano L. Nazal - OSEC, Member  
Mrs. Amiana M. Abella - BFAR, Member  
Atty. Jose J. Pieraz - BFD, Member  
Mr. Rolando L. Metin - FORI, Member  
Mrs. Sonia Camarillo - PCWID, Member  
Mrs. Luz Sarmiento - PACLAP, Member

TEAM B

Mrs. Iluminada Z. Mendoza - BFD, Team Leader  
Mrs. Azucena A. Paraiso - Bu. of Lands, Asst. Team  
Leader  
Mr. Nestor Z. Abog - OSEC, Member  
Mrs. Ofelia B. Veloir - OSEC, Member  
Mr. Gaspar Escobar - Bu. of Mines, Member  
Mrs. Liberatriz Concepcion - BFAR, Member  
Miss Lolita Bañez - FORI, Member  
Mr. Jose M. Adeva - FIDC, Member  
Mrs. Estelita Maglanque - BFD, Member