



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

22 February 1977

SPECIAL ORDER
NO. 56
Series of 1977

SUBJECT: Creation of the Natural Resources
Management Center Interim
Secretariat

In accordance with Presidential Decree No. 1041 creating the Natural Resources Management Center, and pending final approval of the Staffing Pattern by the Budget Commission, a Natural Resources Management Center Interim Secretariat is hereby created to undertake the projects and activities stated hereunder. The NRMC Interim Secretariat shall be composed of personnel detailed from OSEC, DNR, DNR Bureaus and new recruits. Dr. Celso R. Roque is hereby designated as Acting Executive Director.

1. MANAGEMENT AND BUDGET PLANNING

Responsible for:

- NRMC Staffing Pattern
- Work Program 1977 and 1978
- System and Procedures

Responsible Person : Francisca N. Nasol

Members : Ricardo M. Umali
Jose B. Brillantes
Ricardo T. Biña

2. IMAGE 100 OPERATIONS

Responsible for :

- Installation of Image 100 System
- System Testing/Maintenance
- Software Testing
- Peripherals Management
- Software Study
- Acquisition, Storage, Maintenance of Spare Parts, Tapes Manuals, Test Equipment

Overall In-Charge : Luis M. Alarilla , Jr.

In-Charge Hardware : Federico S. Jose

Assistants Hardware : Miguel Raquid

Alexander Estrellado

Jaime Saludes

In-Charge Software : Tomas C. Jimenez

Assistants-Software : Minda Padiernos

Leopoldo Elauria

3. ADMINISTRATIVE STAFF

Responsible for :

- Personnel recruitment/procurement (supplies and equipment)
- Typing pool/reproduction services
- Office planning and housekeeping

- NRMC Building Plan
- Transport Services
- Security
- Records Management/Library
- Staff Training

In-Charge : Jose B. Brillantes

Assistants : Jorge Janolo

Corazon Raymundo

Erlinda Mendoza

Cube Echiverre

4. INDEX MAPPING PROJECT

Responsible for :

- Completion of Index-Mapping Project

In-Charge : Alejandro Pascual

Assistants : Daniel R. Guerrero

Zenaida Ta-a

Leonardo S. Andres

Melchora Olegario

5. TECHNOLOGY ASSESSMENT PROJECT

Responsible for :

- Study and recommend suitable hardwares for data acquisition, data processing and reproduction.

In-Charge : Raymundo Punongbayan

Assistants : A. Victor Sayson

Jerrold J. Garcia

6. MARKET RESEARCH AND PUBLIC AFFAIRS

Responsible for ;

- Liaison with government agencies, international agencies and academic institutions
- Preparation of briefing materials on NRMC
- Press releases

In-Charge : Jose B. Brillantes

Assistants : Eleanor Mangonon

Celeste Torres

7. MIS PROJECT

Responsible for :

- Initial activities towards development of MIS

In-Charge : Francisca N. Nasol

Assistant : Millet Lopez

8. SURVEY AND ANALYSIS PROJECTS

Responsible for :

- Refinement of project documents and budget to 1978
- Preparation of project proposals

In-Charge : Ricardo Biña

Assistants : Virgilio Basa

Edgardo Aquino

Daniel Guerrero

This order shall be in effect until receipt of the approved Staffing Pattern from the Budget Commission.


JOSE J. LEIDO, JR.
Secretary