



Republic of the Philippines  
*Ministry of Natural Resources*  
OFFICE OF THE MINISTER

SPECIAL ORDER  
NO. 10  
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SUBJECT: Organization and delineation of functions of Executive and Technical Assistants in the Office of the Minister of Natural Resources and designation of Mr. Florencio R. Gavino III as the overall Chief.

In view of the need to facilitate action on papers and documents submitted to the Minister and to organize the Minister's various activities, there is a need to organize and delineate the functions of the Executive and Technical Assistants to the Minister. Accordingly, the Executive and Technical Assistants are hereby grouped according to the following major activity areas with the name of the officers who will head them:

- Ministry and Bureau/Attached Agency Operations
- Secretarial and Social Functions
- Batasan and Political Matters
- Public Affairs
- Official Communication
- Intelligence, Security and Procurement
- Research, Training and Development

Ministry and Bureau/Attached Agency Operations - Mr. Florencio R. Gavino III

This is the center of the Office of the Executive and Technical Assistants and will assist the Minister on matters pertaining to the four services in the Ministry (Legal, Finance, Planning and Administration), the three bureaus (Forest Development, Lands and Mines)

and the attached agencies. This group will be responsible for the expeditious action of documents and papers submitted by the various services, bureaus and attached agencies to the Minister. In this connection, the group, or any member thereof, is hereby authorized to consult with, or call on any official or employee of the Ministry and all its bureaus and attached agencies on any official matters relating to its work.

Mr. Robinson A. Rais - Technical Assistant  
Atty. Rodolfo C. Rapista - Technical Assistant

Secretarial and Social Functions - Mrs. Emelita C. Aguirre

This group will be responsible for the receipt and distribution of all communications to the Minister, and the update and upkeep of the files of the Minister, entertaining the callers and visitors of the Minister, and keeping tab of the Minister's social calendar.

Official Communication - Atty. Aniano B. Poliquit

This group is responsible for the preparation of all official communication of the Minister (letters, memoranda, special orders, general orders, etc.), other than those pertaining to the Ministry operations mentioned above. It shall also assist in the preparation of the Minister's speeches in coordination with the Public Affairs Office.

Batasan and Political Matters - Mr. Alex Raoul S. Villano

This group is responsible for matters pertaining to the Minister's responsibilities as Assemblyman. It will handle liaison work with the Batasan officials and party officials and matters relating to interaction of the Minister with his political constituency at both the local and national levels. It shall also be responsible in taking down notes on major issues discussed during the Minister's out-of-town trips, and shall insure that the Minister is provided with adequate security. This group shall, likewise, assist the Minister in entertaining his visitors.

Public Affairs - Mr. Reynaldo M. Rivera

This group is responsible for the promotion and development of the public image of the Ministry/Minister. It will handle media relations and all publicity-related activities. It is responsible for all communications/requests/preparation/finalization and coordination of activities pertaining to official out-of-town visits/trips of the Minister and his official party. It shall also handle the preparation of speeches, messages and other public statements and pronouncements of the Minister.

Intelligence, Security and Procurement - Mr. Emmanuel  
G. Diaz

This group is responsible for providing the Minister with updated intelligence information on security matters. It shall also provide technical assistance on procurement.

Research, Training and Development - Mrs. Paquita D.  
Gavino

This group shall assist the Minister on matters related to research, training and organization development. It shall conduct research studies and training on the optimization of the use of the materials and human resources of the Ministry.

Mr. Florencio R. Gavino III, who is in charge of Ministry and bureau/attached agency operations, will act as the Chief of the Executive and Technical Assistants and will be the primary conduct of papers submitted to the Office of the Minister.

All papers/documents forwarded to the Minister's office will first be received by the Secretarial Staff. Papers regarding social functions are separated and all others are given to Mr. Gavino. Mr. Gavino will in turn distribute these to the appropriate staff, group, service, bureau or attached agency for necessary action. Those that he feels are immediately actionable will be passed to Mrs. Aguirre for her to take to the Minister. Once the papers have been acted on by the Minister, Mrs. Aguirre's staff will handle the delivery and disposition thereof.

This order shall take effect immediately and the Executive and Technical Assistants shall be entitled to all the rights and privileges appurtenant to their positions.

  
RODOLFO P. DEL ROSARIO  
Minister