



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

14 March 1988

SPECIAL ORDER)
No. 170 :
Series of 1988)

SUBJECT: Assigning FAUSTO BERNARDO and
ALBERTO MONDRAGON to perform
certain functions in the Admi-
nistrative Service.

In the interest of the service and in order to provide additional manpower to the Administrative Service, the following personnel are assigned the following functions:

1. FAUSTO BERNARDO

Functions:

- 1.1 Assist in attending to the day-to-day problems pertaining to building and facilities maintenance, safety and security, repair of airconditioners, typewriters, calculators and furnitures, including carpentry, and other related work;
- 1.2 Improve the internal make-up and arrangement of lobbies, corridors and ante-rooms of the various offices;
- 1.3 Attend to electrical and plumbing matters;
- 1.4 Improve the grounds and gardens;
- 1.5 Handle other functions that the Chief of General Services Division, Administrative Service Chief, and ASEC for Management Services may assign; and
- 1.6 Coordinate with the Chief, General Services Division on all matters relative to Building maintenance and administration.


2. ALBERTO MONDRAGON

Functions:

- 2.1 Provide assistance to Mr. Fausto Bernardo;
- 2.2 See to it that all requisitions for materials, supplies and services are acted on within the shortest possible time;
- 2.3 Coordinate with other units on the various materials and services that they need;

- 2.4. Coordinate with the Property Section on matters pertaining to the performance of assignments given to him.

This assignment do not carry additional compensation and is subject to change as the need arises.


ANTONIO S. TRIAS
Assistant Secretary
for Management Services

RLM/AST/nnb