



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

OCT 22 1991

DENR SPECIAL ORDER
NO. *962*
Series of 1991

SUBJECT: Designating Ms. LETICIA G. SOTTO
as CES Coordinator and Mr. ROLANDO
CASTRO as Asst. Coordinator of the
DENR to the CES Board

In line with the preparation of the CES Board for the conduct of the 1992 CES Performance Evaluation System (CESPES), Ms. LETICIA G. SOTTO is hereby designated as the DENR CES Coordinator and Mr. ROLANDO CASTRO as the Assistant CES Coordinator.

As such, they shall perform the following functions:

1. To help the Board identify the superior and subordinate raters of the officials in the Department as well as to provide information on instances of reassignments or transfers of any of these officials, if any;
2. To make arrangements for and assist in the CESPES briefings for officials and their subordinate raters before the CESPES evaluation.
3. Assist in the administration and retrieval of the rating forms.

They shall have to attend CES meetings on official time in connection with the requirements of the CESPES evaluation at the CES Board.

This Order is effective immediately and shall remain in force until revoke in writing.


ROLANDO L. METIN
Assistant Secretary For
Management Services