



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

MAR 13 1992

DENR Special Order  
No. 504  
Series of 1991

Subject : Authorizing some DENR Personnel to attend the Basic Communication Course to be held at the HRD Training Room on March 30 to April 3, 1992.

In the interest of the service, and in line with the continuing effort of management in improving the efficiency and capability of its personnel, the following DENR personnel are hereby authorized to attend the *Basic Communication Course* to be held at the HRD Training Room starting March 30- April 3, 1992 from 8:00 AM to 5:00 PM.

| PARTICIPANTS               | OFFICE                      | POSITION                   |
|----------------------------|-----------------------------|----------------------------|
| 1. FERRER, EVANGELINE      | ACCOUNTING DIVISION         | ACCOUNTANT II              |
| 2. AGUINO NOEL C.          | ADMINISTRATIVE-FASPO        | CARTOGRAPHER               |
| 3. PONFILLA, ISIDRO        | BUDGET DIVISION             | BUDGET OFFICER II          |
| 4. VEGA, FROYLA A.         | BUDGET DIVISION             | BUDGET OFFICER III         |
| 5. CAAYAO, ALEXIUS M.      | CAREER DEVELOPMENT DIVISION | CLERK II                   |
| 6. LORA, FE                | CAREER DEVELOPMENT DIVISION | CLERK II                   |
| 7. GUILLERMA B. ALCONIS    | CASHIER                     |                            |
| 8. ROBEL, CORAZON          | CLAIMS & CONFLICT DIV.      | CLERK II                   |
| 9. BERCE, ALAN             | GENERAL SERVICES            | BUYER II                   |
| 10. ALFEREZ, FRANCIA       | H E A                       | EA I                       |
| 11. AGUINALDO, SALVACION   | H E A                       |                            |
| 12. FAVILA, ABELARDO B.    | MANAGEMENT DIVISION         | MGT & AUDIT ANALYST I      |
| 13. ROJAS, MANUEL D.       | MANAGEMENT DIVISION         | MGT & AUDIT ANALYST I      |
| 14. FERNANDEZ, BELEN       | OFFICE OF THE SECRETARY     | MGT. & AUDIT ANALYST I     |
| 15. REYES, MERCY           | OFF. OF THE USEC-PPNRM      | STENOGRAPHER               |
| 16. MAGCULANG, HILARIA     | OFF.OF USEC FOR FIELD OPER. |                            |
| 17. FLORES, AMELIA L.      | PERSONNEL DIVISION          | HRMD III                   |
| 18. AUSTRIA, CYNTHIA       | PERSONNEL DIVISION          | HRMD I                     |
| 19. CRUZ, ROSARIO A.       | PERSONNEL INV. DIV./LEGAL   | ADMINISTRATIVE OFFICER     |
| 20. JUANICO, EVELYN M.     | PFD-FASPO                   | PEO I                      |
| 21. VELASCO, ROSALINA      | PROJECT COORDINATION DIV.   | SR. CLERK                  |
| 22. CASTILLA, SUSAN        | PROJ. ACCOUNTS & MGT. DIV.  | PEO I                      |
| 23. BERSALONA, OLIVIA      | RECORDS MGT. & DOC. DIV.    | CLERK II                   |
| 24. PENAFLOIDA, LEONIDA J. | RESEARCH AND STAT. DIV.     |                            |
| 25. DELIMA, LIBERTY M.     | RESEARCH AND STAT. DIV.     |                            |
| 26. DULAY, TEODORO         | RES.& LEGAL OPINION DIV.    | CLERK II                   |
| 27. DULAMO, CONSUELO       | SPEAD-SCO                   | DMD I                      |
| 28. ALMONTE, CESAR         | SPEAD-SCO                   | CLERK II                   |
| 29. SOTALBO, BELEN E.      | SPECIAL PROJ. DIV.-FASPO    | PEO I                      |
| 30. CARINO, BENJAMIN       | LAND USES DIVISION/F M B    | SR. FOREST MGT. SPECIALIST |

Visayas Avenue, Diliman, Quezon City

|                           |                          |               |
|---------------------------|--------------------------|---------------|
| 31. ULIBAS, MERCEDES      | OFFICE OF THE DIR./F M B | SECRETARY     |
| 32. CRUZ, MARYANN         | OFFICE OF THE DIR./L M B |               |
| 33. PENAFUERTE, LILIBETH  | ADMINISTRATIVE/L M B     |               |
| 34. CASTOR, EVANGELINE DE | M G B                    | HRM ASSISTANT |
| 35. MIRANDA, LIDA R.      | M G B                    | GEOLOGIC AIDE |
| 36. AGNES DE LEON         | N C R                    |               |

**Resource Speakers**

1. JOSEPHINE SANOSA
2. VICTOR GANADOS

**Facilitators**

1. JOSE WILLY ULANDAY
2. FORTUNATA RAYOSO

All facilitators and participants are required to bring their own lunch and snacks.

Attendance shall be on official time on the date specified above.

ERDB participants are entitled to reasonable transportation allowances chargeable to their respective offices subject to usual accounting and auditing rules and regulations.

This Order takes effect immediately.

  
**ROLANDO L. METIN**  
 Assistant Secretary for  
 Management Services

Recommending Approval:

  
**RAMON O.P. PAJE**  
 Director

Human Resources Development Services