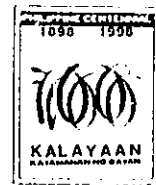




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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929-66-20 • 929-66-33 to 35
929-70-41 to 43



August 26, 1997

SPECIAL ORDER
NO. 97- 1085

SUBJECT: Authorizing the Attendance of all DENR Central Office Division Chiefs, Chiefs of Staff and all HRMOs in the HRD and Administrative Services to a One (1) Day Meeting on September 17, 1997 at the HRDS Training Center.

In the interest of the service and to discuss mutual issues relative to personnel productivity, the following are hereby authorized to attend a one (1) day consultative meeting at the HRDS Training Center:

Mr. Ramon M. Ezpeleta	-	OIC-Director, Administrative Service
Mr. Gregorio I. Texon	-	Director, HRDS
Mr. Rene A. Belen	-	Chief, Records Mgt. & Doc. Div.
Ms. Victoria O. Orara	-	Chief, Personnel Division
Mr. William T. Ragos	-	OIC Chief, General Services Div.
Ms. Fillipina V. Edralin	-	OIC Chief, Mgt. Dev. Division
Ms. Leticia C. Soto	-	Chief, Trainers Development Div.
Ms. Almeida S. Tagala	-	Chief, Career Dev. Division
Mr. Jose F. Gallanosa	-	OIC Chief, Budget Division
Mr. Gerardo Carino	-	Chief, Internal Audit Staff
Mr. Angelito V. Fontanilla	-	OIC Chief, Accounting Division
Ms. Gloria S. Arce	-	Chief, Special Projects Division
Ms. Genevieve A. Padilla	-	OIC Chief, Project Appraisal Div.
Mr. Robert S. Jara	-	Chief, Project Prep. Div.
Mr. Reynaldo L. Buday	-	OIC Chief, SPEAD
Atty. Clarence Darrow de Guia-		Chief, Special Actions and Inves. Div.
Ms. Juliet V. Texon	-	Chief, Project Dev. & Eval. Div.
Ms. Cristina B. Paulino	-	OIC Chief, Policy Studies Div.
Mr. Jose Marie A. Bonto	-	Chief, Mgt. Information System Div.
Mr. Amando C. Dayrit	-	Chief, Res. & Dev. Comm. Div.
Mr. Melanio A. Gacoscosim-		OIC Chief, Public Information Div.
Atty. Arthur P. Castillo	-	Chief, Investigation & Litigation Div.
Atty. Emilio D. Vidad	-	Chief, Law Enforcement & Lic. Div.
Atty. Wilfredo B. Saraos	-	Chief, Res. & Legal Opinion
Atty. Norberto R. Capistrano-		Chief, Processing and Doc. Div.
Atty. Mirla A. Lucasan	-	OIC Chief, Claims & Conflict Div.
Atty. Ma. Socorro Manguiat-		OIC Chief, Personnel Investigation Div.
Mr. Joey E. Austria	-	Chief, Indigeneous Community Affairs
Mr. Noel Padilla	-	OIC Chief, Research & Statistics Div.
Ms. Ma. Lourdes C. Ferrer-		OIC Chief, Proj. Accounts Mgt. Div.
Ms. Jeslina Gorospe	-	OIC Chief, Proj. Coordination Div.
Ms. Alma C. Logmao	-	OIC Chief, Management Division
All Chiefs of Staff of Offices, Projects/Programs		
DENREU Representative		
All HRMOs, Admin. and HRD Services		

Grow a Tree for Legacy

Among the issues to be discussed are GSIS and PAG-IBIG personnel benefits' programs, the Individual Performance Rating System; Proper Office Decorum, Leave Administration and other personnel concerns. Invited speakers from the GSIS and PAG-IBIG will conduct the orientation/briefing on new programs/benefits intended to all its members.

Funds for the purpose shall be chargeable against Administrative funds subject to accounting and auditing rules and regulations.

The attendance of all is hereby enjoined.

This Order takes effect immediately.



RAMON J.P. PAJE

Assistant Secretary for Management
and International Environmental Affairs