



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



OCT 13 1997

SPECIAL ORDER
NO. 97 - 1212

SUBJECT: AUTHORIZING SOME FINANCIAL AND MANAGEMENT STAFF TO ATTEND THE JOB ANALYSIS WORKSHOPS ON OCTOBER 14-16, 1997 AT THE HRDS MANAGEMENT FACILITY

In line with the HRDS' objective to identify the training needs of the staff of the *Financial and Management Services* to improve the division's services, vis-a-viz with the requirements of various national development and challenges of the 21st century, a series of Job Analysis workshops will be conducted by HRDS. To ensure the success of the process, we would like to request the participation of the following staff on the schedules specified below:

A. Budget Division - October 14, 1997 (9:00 a.m.-5:00 p.m.)

<u>Position</u>		<u>Salary Grade</u>
1. Budget Officer IV	-	22
a. Virginia R. Balobalo		
b. Alicia A. Ambal		
2. Budget Officer III	-	18
a. Julita Cortez		
b. Narcisa Sese		
3. Budget Officer II	-	15
a. Rizalina Astudillo		
b. Edwin Barrientos		
4. Budget Officer I	-	11
a. Rhodora Calungcagin		
b. Teresita Montague		

B. Accounting Division - October 14, 1997 (9:00 am-5:00 pm)

1. Chief Accountant	-	24
a. Angelito Fontanilla		
2. Accountant II	-	15
a. Generosa Tabangan		
b. Lydia Bona		
c. Lourdes Chua		

C. Accounting Division - October 15, 1997 (9:00 a.m.-5:00 p.m.)

1. Accountant III	-	18
a. Elvira Caparas		
b. Jane Bautista		
c. Evangeline Limjoco		

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|----|-------------------------|---|----|
| 2. | Accountant II | - | 15 |
| | a. Dina Villoria | | |
| | b. Marivic Benjamin | | |
| | c. Teodoro Guevarra | | |
| | d. Amparo Gerez | | |
| 3. | Accountant I | - | 11 |
| | a. Enrique Marambot | | |
| | b. Celestino Santos | | |
| | c. Letecia Llamera | | |
| | d. Dolores Angco | | |
| | e. Catherine Manalansan | | |

D. Management Division - October 16, 1997 (9:00 a.m.-5:00 p.m.)

- | | | | |
|----|-----------------------------------|---|----|
| 1. | Management and Audit Analyst V - | - | 24 |
| | a. Alma C. Logmao | | |
| 2. | Management and Audit Analyst III | - | 18 |
| | a. Virginia S. Abrigo | | |
| | b. Estrella L. Jacaban | | |
| | c. Juana P. Bulseco | | |
| 3. | Management and Audit Analyst II - | - | 15 |
| | a. Fe Evelyn D. Rigor | | |
| | b. Mario Bernabe Contreras | | |
| 4. | Management and Audit Analyst I - | - | 11 |
| | a. Manolita L. Velasco | | |
| | b. Leila H. Villafuerte | | |

E. Accounting Division - October 16, 1997 (9:00 a.m.-5:00 p.m.)

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| 1. | Accountant I |
| | a. Nenita de Leon |
| | b. Cleo Andrada |
| | c. Josefina Eborra |
| | d. Dalisay Pascual |

F. Facilitators

- | | |
|----|-----------------------------|
| 1. | Merceditas C. Campo |
| 2. | Marie B. Bongco/Tito Abrera |
| 3. | Edgardo I. Tubang |

Attendance of the above personnel shall be on official time on the dates specified. Meal expenses to be incurred shall be charged against the Financial and Management Services subject to usual accounting and auditing rules and regulations.

This Order shall take effect on the duration of the training.


ERLINDA P. MERAM

OIC, Office of the Assistant Secretary for
Management and International Environmental Affairs