



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43



SPECIAL ORDER
NO. 97 - 1223

OCT 15 1997

SUBJECT : AUTHORIZING SOME ADMINISTRATIVE SERVICE STAFF TO ATTEND THE JOB ANALYSIS WORKSHOPS ON OCTOBER 21-22, 1997 AT THE HRDS MANAGEMENT FACILITY

In line with the HRDS' objective to identify the training needs of the staff of the *Administrative Service* geared towards improving the division's services, vis-a-vis with the requirements of various national developments and challenges of the 21st century, a series of Job Analysis workshops will be conducted by HRDS. To ensure the success of the process, the following staff are requested to attend as scheduled below:

A. General Services - October 21, 1997 (9:00 a.m.-5:00 p.m.)

<u>Name</u>	<u>Positions</u>	<u>Salary Grade Level</u>
1. William T. Ragos (OIC Chief, GSD)	- Administrative Officer V	- 24
2. Celso L. Bautista	- Supply Officer III	- 18
3. Emma Alconis	- Cashier III	- 18
4. Carlito Buentipo	- Sr. Communication Dev't. Officer	- 18
5. Gilbert Mondroy	- Engineer II	- 16
6. Emmanuel David	- Engineer II	- 16
7. Jhon Reburiano	- Administrative Officer II	- 15
8. Bibiano Miranda	- Supply Officer II	- 14
9. Wilma Yngente	- Cashier II	- 14
10. Mauricio Amorin	- Mechanical Shop Gen. Foreman	- 13
11. Mariano Abella	- Mechanical Shop Foreman	- 11
12. Zenaida Gutierrez	- Administrative Officer I	- 11

B. Personnel Division - October 22, 1997 (9:00 a.m. - 5:00 p.m.)

1. Victoria Orara	- HRMO V	- 24
2. Amelia Magno and Prescillano Nazal	- HRMO IV	- 22
3. Prescila Molina and Rolando Castro	- HRMO III	- 18
4. Cynthia Austria and Dolores Prudente	- HRMO II	- 15
5. Cory Bartolo and Joey Esperanza	- HRMO I	- 11

C. Records Division - October 22, 1997 (9:00 a.m. - 5:00 p.m.)

<u>Name</u>	<u>Positions</u>	<u>Salary Grade</u>
1. Rene Belen	- Records Officer V	- 24
2. Crescencia Olivar	- Records Officer IV	- 22
3. Galo Martinez	- Records Officer III	- 18
4. Nora Seranjeli	- Records Officer II	- 14
5. Jocelyn Layola	- Records Officer I	- 11

D. Facilitators

1. Merceditas C. Campo
2. Marie 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 *administrative services funds* subject to the usual accounting and auditing rules and regulations.

This order shall take effect on the duration of the workshops.



ERLINDA P. MERAM

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

