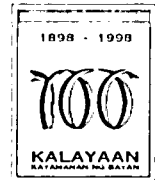




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos.: (632) 97-66-26 to 36; (632) 97-70-41 to 43



FEB 10 1997

SPECIAL ORDER
97- 173

SUBJECT : Deployment of Personnel at the Main Building Safety/Maintenance & Motorpool Section (MBSMMS) & the Annex Maintenance Grounds Section (ABSMGS).

In the interest of the service and in view of the re-organization of the Building & Grounds Maintenance Section (BGMS) into two (2) Sections, the following personnel shall be designated and deployed as follows :

1 The Main Building Safety/Maintenance and Motorpool Section (MBSMMS)

1.1 Section Chief - Engr. Gilbert C. Mondroy

1.2 Area Supervisor:

Basement & Ground Flr. - Romerico Molina/
Gerry Bandolin

Second, Third Flr. and - Darby Flores
Roof Top, Main Building

Motorpool Compound - Mauricio Amorin

1.3 Maintenance Team:

Carpentry Group - Julito Agra
Herminio Balgua
Rodrigo Asuncion
Policarpio Alcaraz

Electrical Group - Peter Ramil Reyes
Narciso Villamor

Plumbing Group	-	Ramon Flores Homer Gabelo
Aircon Group	-	Herman Villanueva
Motorpool Unit	-	Bernardo Gatdula Marianito Abella Salvador Nadado Rolito Alcober Martin Punongbayan Cesar Presto Genaro de la Cruz Tadeo Bernaldo Ricardo Estanislao All Drivers within dispatch.

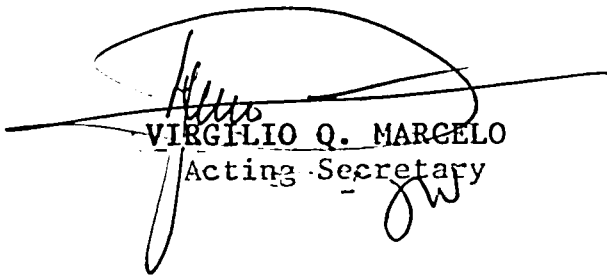
2. The Annex Building Safety/Maintenance and Grounds Sections (ABSMGS)

2.1	Section Chief	-	Engr. Emmanuel David
2.2	Area Supervisor:		
	Annex Building	-	Voltaire J. Calimlim
	Grounds Supervisor	-	Eurito Velonza
2.3	Maintenance Teams:		
	a. Carpentry Group	-	Asterio Claverio Primo Ladines Rizal Rosales Joseph Buenavista
	b. Electrical Group	-	Julian Pedrosa Perlito Arizane Ruben Collantes Porferio Delena
	c. Plumbing Group	-	Felipe Bigornia
	d. Grounds Group	-	Rolando Aldane Ely Rebosa Francisco Quilantana Mario Gillego

In view of the above, all deployed personnel shall immediately report to their respective Section Chiefs for briefing and assignment.

All Order inconsistent herewith are hereby revoked.

This Order shall take effect immediately.

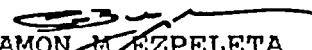


VIRGILIO Q. MARCELO
Acting Secretary

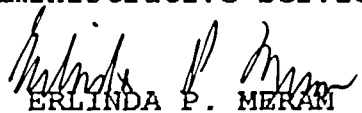
Recommending Approval :



WILLIAM T. RAGOS
OIC-Chief
General Services Division



RAMON M. EZPELETA
OIC Director
Administrative Service



ERLINDA P. MERAM
OIC-Office of the Assistant Secretary
for Management Service

ANNEX BUILDING SAFETY/MAINTENANCE AND GROUNDS SECTION

SECTION CHIEF

1. Direct over-all supervision and administration of their respective section.
2. Direct maintenance/repair done by administration and contracted work;
3. Supervise construction and developmental projects within their area of supervision;
4. Establish agency estimates/designs or plans for construction, fabrication and repair work;
5. Study/recommend/establish physical improvements for offices/buildings and grounds;
6. Formulate/recommend internal administrative policies;
7. Dispatch and monitor maintenance teams to reported area which need work;
8. Insure that needed supplies and materials are provided;
9. Develop in-house repair/maintenance capabilities; and
10. Submit weekly reports of accomplishments.

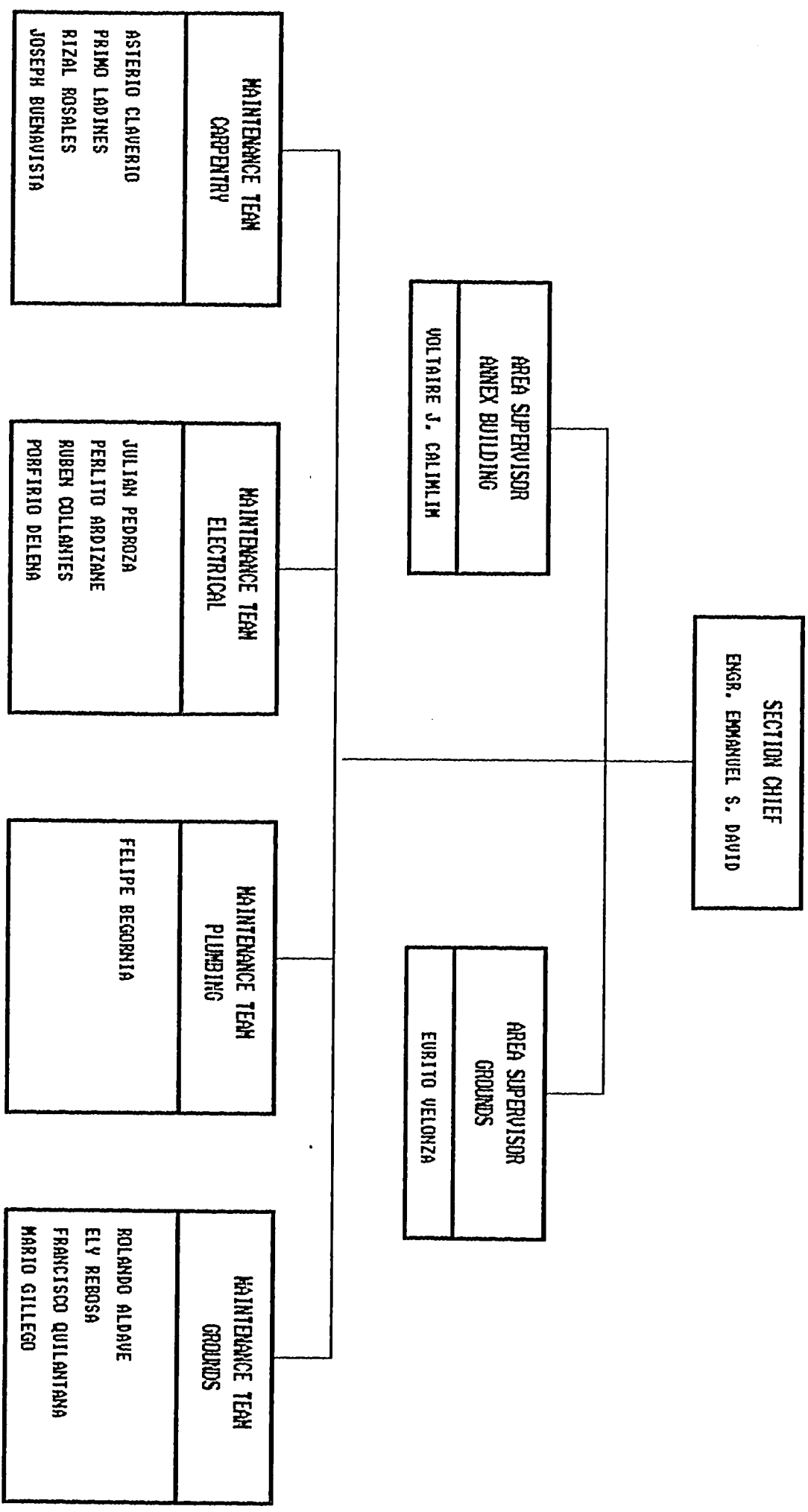
AREA SUPERVISOR

1. Assist the Section Chief in supervising all work done by administration and all works contracted to dealers/contractors;
2. Conduct daily Office to Office inspection and report to the Section Chief needed repair work and request maintenance teams to be dispatched;
3. Conduct daily follow-up inspection of all reported work/repair to monitor progress and insure satisfactory completion of work;
4. Prepare daily progress report of on-going work and work completed; and
5. Perform other duties that may be assigned from time to time.

MAINTENANCE TEAM

1. Be responsible for maintenance/repair works of all reported jobs.

ANNEX BUILDING SAFETY/MAINTENANCE AND GROUND SECTION



PROPOSED

MAIN BUILDING SAFETY/MAINTENANCE AND MOTORPOOL SECTION

SECTION CHIEF
ENGR. GILBERT C. MONDRON

AREA SUPERVISOR
BASEMENT & GROUND FLOOR
ROMERO MOLINA

AREA SUPERVISOR
2nd, 3rd Floor & Rooftop
DARBY FLORES

AREA SUPERVISOR
MOTORPOOL COMPOUND
MAURICIO AMORIN

MAINTENANCE TEAM
CARPENTRY
JULITO AGRÁ
HERMINIO BALGUA
RODRIGO ASUNCION
POLICARPIO ALCARAZ

MAINTENANCE TEAM
ELECTRICAL
PETER RAMIL REYES
NARCISO VILLAMOR
GERRY BANDOLIN

MAINTENANCE TEAM
PLUMBING
RAMON FLORES
HOMER GABELO

MAINTENANCE TEAM
MOTOR POOL
BERNARDO GATULLA
MARIANITO ABELLA
SALVADOR NODADO
ROLITO ALCORER
MARTIN PUNONGBAYAN
GENARO DE LA CRUZ
RICARDO ESTANISLAO
ALL DISPATCH DRIVERS

MAIN BUILDING SAFETY/MAINTENANCE AND MOTORPOOL SECTION

SECTION CHIEF

1. Direct over-all supervision and administration of their respective section.
2. Direct maintenance/repair done by administration and contracted work;
3. Supervise construction and developmental projects within their area of supervision;
4. Establish agency estimates/designs or plans for construction, fabrication and repair work;
5. Study/recommend/establish physical improvements for offices/buildings and grounds;
6. Formulate/recommend internal administrative policies;
7. Dispatch and monitor maintenance teams to reported area which need work;
8. Insure that needed supplies and materials are provided;
9. Develop in-house repair/maintenance capabilities; and
10. Submit weekly reports of accomplishments.

AREA SUPERVISOR

1. Assist the Section Chief in supervising all work done by administration and all works contracted to dealers/contractors;
2. Conduct daily Office to Office inspection and report to the Section Chief needed repair work and request maintenance teams to be dispatched;
3. Conduct daily follow-up inspection of all reported work/repair to monitor progress and insure satisfactory completion of work;
4. Prepare daily progress report of on-going work and work completed; and
5. Perform other duties that may be assigned from time to time.

MOTORPOOL UNIT

1. Assist the Section Chief in supervision and maintaining the Unit.
2. Be responsible for the preparation of daily, monthly, annual reports of fuel consumption;
3. Be responsible for preparing waste materials

MAINTENANCE TEAM

1. Be responsible for maintenance/repair work of all equipment.