



Republic of the Philippines  
Department of Environment and Natural Resources  
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929-70-41 to 43



DEC 29 1999

**SPECIAL ORDER**

No. 99- 1703

**SUBJECT : DESIGNATING SOME DENR PERSONNEL AS RECORDS CUSTODIAN OF THEIR RESPECTIVE OFFICES**

In the interest of the service and in order to ensure the proper and effective control of all DENR records, the following personnel are hereby designated as Records Custodian of their respective offices:

<u>OFFICE</u>	<u>RECORDS CUSTODIAN</u>
OSEC/ Technical Resources Pool	Belen Fernandez Mariezel Elopre
Decision Support Systems	Erlinda Cantil
Office of the USEC for Policy and Technical Services	Marie Claire Tena
Office of the USEC for Legal Affairs	Laila Taoingan
Office of the USEC for International Commitment & Local Government Affairs	Gigi Molina
Office of the ASEC for Planning & Policy Studies	Edilberta Bueno
Office of the ASEC for Management Services	Dexter M. Tindoc
Office of the ASEC for Legislative Affairs	Arnold Suzara
Office of the ASEC for Lands and Legal Affairs	Elpidio A. Alconis
Office of the ASEC for Mines and EAGA Affairs	Leonard B. Paderagao
Public Affairs Office	Araceli Espino Remedios Asuncion
Special Concerns Office	Felicitas Arevalo Dolores Reyes
DIST-SAID-SCO	Marieta Paglinawan

PPSO

Office of the Director	Irene S. dela Cruz
RSD	Ervy de la Cruz
PSD	Imelda F. Matubis
PPD	Ramil Mangubos Rowel Razal
PDED	Ligaya Dionisio

FASPO

Proj. Preparation Division	Josephine Q. Natividad
Proj. Appraisal & Foreign Navigation Div.	Nelia Quesada
FAPs Monitoring & Evaluation Division	Susan F. Castilla
Special Projects Division	Lemina S. Pascual
Project Impact Assessment Division	Erlinda P. Ayap

Administrative Service

Office of the Director	Florida O. Fajardo
Personnel Division	Priscila M. Molina
Medical and Dental Unit	Nena Villanueva
General Services Division	
Procurement Section	Filomena Pelen
Property Section	Noel E. Ho
BGMS	Zenaida Ibay
Motorpool	Genaro de Jesus
Cashier Unit	Alvin Legaspi
Radiocom Unit	Estrella C. Facelo
Telecom Unit	Ester Sarmiento

Human Resource Management Service

Bernardita S. Tubang  
Jean Allado

Financial Management Service


Accounting Division	Enrique M. Marabut Celestino Q. Santos
Budget Division	Marilou Lita
Management Division	Barbara B. Villarba

N F D O	Ermanita Torralba
N R M P	Gloria S. Bancifra Melinda Gapas
S E C A L	Nemencia Evalle
C E P	Lilia Buison
L I U C P	Lucita M. Cantong
C A R P	Homer Bartolo
Mt. Makiling & Laguna de Bay Commission	Milagros JA. Martinez
Library	Magdalena J. Contarciego
DENREU	Ponciano Arañez
C O A	Gil B. dela Peña
Civil Service	William Padaca
Ombudsman	Adelio Gutlay
ADMP	Jacqueline Ramos
CBFMO	Remedios C. Mendi
Task Force Air Quality	Evelyn Reyes
PTFWRD	Jocelyn P. Meriño

As such, they shall perform the following functions:

1. Assist/Coordinate with the Records Management and Documents Division all matters pertaining to DENR records;
2. Assist the RMDD in the conduct of the annual records inventory;
3. Shall be primarily responsible in the filing, monitoring, and safeguarding of records concerning their respective offices;
4. Submit to the RMDD reports on inventory, evaluation and determination of time and utility values and retention periods of records in their respective offices; and
5. Coordinate with the RMDD for the disposal of valueless records in their respective offices.

This Order shall take effect immediately and shall remain in force until revoked in writing.

  
**ADRIANO B. NAVA, JR.**  
*Asst. Secretary for Management Services*

