



JAN 11 1999

**SPECIAL ORDER**

No. 99 - 27

**SUBJECT: STREAMLINING THE OFFICE OF THE HEAD EXECUTIVE ASSISTANT AND THE OFFICE OF THE SECRETARY.**

In the interest of the service, there is a need to streamline personnel in the **Office of the Head Executive Assistant (OHEA) and the Office of the Secretary**, the retention and reassignment of it's personnel is hereby ordered as follows:

A. To be retained in the OHEA and act as the focal person of specific area(s) of concern :

<b>RETAINED</b>	<b>SECTOR/SPECIFIC CONCERN</b>
Espinol, Ma. Teresa- EA I	Incoming/Outgoing Documentation
Fang, Cecille- Clerk I	Incoming/Outgoing/Documentation/Sealing
Fernandez, Gerundio C.- EA IV	Coastal Environment Mgt./Biodiversity Conservation/Protected Area Mgt.
Gran, Elizabeth- IO I	Environmental Mgt. and Pollution Control
Iglesia, Nicasio- SFMS	Forestry
Molina, Ma. Francia- EA III	OP/Administrative
Pena, Rolando- Div. Chief	Mines
Piniano, Rosita- EA I	Incoming/Outgoing Documentation
Reyes, Chito- Secretary I	HEA's Secretary
Sajul, Lolita- EA IV	Lands
San Pablo, Fely- Messenger	Duplicating/Reproduction


The retained personnel shall report to the Head Executive Assistant for specific and detailed instructions.

B. To be re-assigned back to their respective mother units or to other offices:

<b>RE-ASSIGNED</b>	<b>OFFICE/MOTHER UNIT</b>
Bancifra, Gloria – Clerk II	NRDC
Cay, Maribel – HRMA	Human Resource Mgt. Service
Consolacion, Jozadar – CO I	NRDC
Contreras, Conchita – Clerk II	NRDC
Detalla, Helen Lee – E A III	Legislative
Dimalanta, Josefina – Secretary	NRDC
Edpalina, Rizalita – EMS II	Mother Unit /Office
Lozano, Cynthia – Engr. III	Legislative
Mansueto, April Rose – EA III	HRMS
Romero, Jehmma – EA I	Personnel Division
Tabbada, Nelita – IO IV	MISD
Taongan, Laila – EA I	Legislative

The above reassigned personnel shall clear themselves of all work, property, financial and other accountabilities and report to their designated places/offices of assignment providing the Personnel Division, HRMS copies of assumption/reporting for duty.

This Order takes effect immediately and supersedes other Orders inconsistent herewith.



**ANTONIO H. CERILLES**  
Secretary