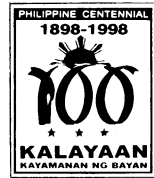




Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos. (632) 929-66-26 to 29 \* (632) 929-62-52  
929-66-20 \* 929-66-33 to 35  
929-7041 to 43



**MAY 12 1999**

**SPECIAL ORDER**

No. 99- √//

**SUBJECT : CREATION OF WORKING COMMITTEES ON THE  
WRITING OF CLASS SPECIFICATIONS OF ALL  
POSITIONS IN THE DENR**

In the interest of the service and to execute the writing of class specifications of all positions in the Department as required for submission by the Department of Budget and Management (National Budget Memorandum No. 87 dated February 2, 1999), Working Committees, directly responsible to the Executive Committee, to work on the preparation of said requirement are hereby created to be composed of the following personnel from the DENR Central Office, attached Bureaus and Agencies:

**EXECUTIVE COMMITTEE**

Chairperson/Overall Coordinator	OIC Dir. Edward C. Larubis, <i>Admin Service</i>
Vice-chairperson	Chief Victoria O. Orara, <i>Personnel Div.</i>

**WORKING COMMITTEES**

Mines and Geosciences Bureau

- |                         |                          |
|-------------------------|--------------------------|
| 1. Gaspar T. Escobar*   | 5. Constancio Marifosqui |
| 2. Edna Ragiles-Lorilla | 6. Edwiton D. Santos     |
| 3. Lauro M. Hermosura   | 7. Christopher Rafols    |
| 4. Alicia S. Umerez     |                          |

Forest Management Bureau

- |                      |                    |
|----------------------|--------------------|
| 1. Mamerto Umadhay*  | 4. Norme Cantonjos |
| 2. Remedios Blaquera |                    |
| 3. Melinda Martinez  |                    |

Protected Areas and Wildlife Bureau

- |                        |                      |
|------------------------|----------------------|
| 1. Inocencio Castillo* | 4. Janet Garcia      |
| 2. Carlo Custodio      | 5. Norma Molinyawe   |
| 3. Claire Crisostomo   | 6. Zenaida de Guzman |

Environmental Management Bureau

1. Maria Reonal\*
2. Leonita Baetiong
3. Adelaida Roman

Land Management Bureau

- |                   |                            |
|-------------------|----------------------------|
| 1. Estela Bucoy*  | 4. Rosemarie Leccio        |
| 2. Jenny Nungay   | 5. Jovelyn Laraño          |
| 3. Teresita Reyes | 6. Atty. Emmanuel Genciana |

Ecosystem Research Development Bureau

1. Myrna Tomboc\*
2. Marilou Arcilla
3. Aureo Lobina

Regional Offices, CENROs, PENROs

- |                    |                    |
|--------------------|--------------------|
| 1. Felix Hinojosa* | 3. Luz Cortez      |
| 2. Linda Mangila   | 4. Teresita Timbol |

National Capital Region

- |                         |                            |
|-------------------------|----------------------------|
| 1. Trazon Tuscano*      | 6. Engr. Emiliano Kempis   |
| 2. Florante Ilarde      | 7. Editha Capistrano       |
| 3. Filipinas Atacador   | 8. Violeta Peña            |
| 4. Engr. Chito Cainglet | 9. Atty. Manuelita Jatulan |
| 5. For. Senecio Festin  |                            |

OSEC, USEC, MSO

- |                       |                      |
|-----------------------|----------------------|
| 1. Cynthia Balascopo* | 3. Ofelia Veloira    |
| 2. Galo Martinez      | 4. Veronidia Azucena |

SCO, PAO, Legal

- |                        |                          |
|------------------------|--------------------------|
| 1. Melanio Gacoscosim* | 4. Atty. Conrado Rosario |
| 2. Rey Buday           | 5. Rolly Almoradie, Jr.  |
| 3. Ernestina Jose      |                          |

Planning

- |                  |                    |
|------------------|--------------------|
| 1. Juliet Texon* | 3. Julie G. Ibulan |
| 2. Fe Garrido    | 4. Joseph Lita     |

FASPO

- |                        |                   |
|------------------------|-------------------|
| 1. Emerita Javillonar* | 3. Marilou Calado |
| 2. Juanita Nacino      |                   |

***\*Focal person for the Working Committee***

The Committee members, under close supervision of the Focal Person shall perform the following functions:

1. Convene to discuss the writing of the class specifications of all positions in the Department;

2. Review the existing job descriptions and revise them according to present functions of the office; and
3. Prepare a complete list of positions with their corresponding class specifications (definitions and characteristics) in the prescribed format per DBM sample and submit such **on or before 21 May 1999** to the Office of the Chief, Personnel Division, DENR Central Office.

These functions shall be in addition to their regular duties. All expenses to be incurred in the execution of these functions shall be charged against their respective offices.

This Order takes effect immediately and shall remain in force until revoked in writing by the undersigned.



**ANTONIO H. CERILLES**  
Secretary