



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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MAR 31 2000

SPECIAL ORDER
NO. 2000 - 325

**SUBJECT: DENR CES COORDINATOR'S SECRETARIAT FOR THE
CAREER EXECUTIVE SERVICE BOARD (CESB)**

In the exigency of the service, and to provide smooth coordination with the Career Executive Service Board (CESB), the composition of the DENR CES Coordinators Secretariat is hereby amended. The said Secretariat shall henceforth be composed of the following personnel:

- | | | | |
|----|----------------------|---|---------------------------------|
| 1. | Nelson V. Gorospe | - | Head Secretariat (HRMS) |
| 2. | Tito D. Abrera | - | Member (HRMS) |
| 3. | Mariel G. Abao | - | Member (HRMS) |
| 4. | Miriam M. Marcelo | - | Member (Administrative Service) |
| 5. | Bernardita S. Tubang | - | Member (HRMS) |

The Secretariat through the Department's CES Coordinator, the Assistant Secretary for Management Services, shall perform the following tasks:

1. Provide administrative support;
2. Coordinate closely with CES Board;
3. Assist in the conduct of all CES activities including the Management Aptitude Test Battery (MATB) for DENR incumbents holding CES Positions; the Assessment Center, Validation and Final Interview;
4. Prepare, update and submit data pertaining to DENR CES Officials;
5. Develop and maintain an up-to-date databank for DENR CES and CES-eligible officials; and
6. Perform other functions as may be assigned.

This Order takes effect immediately and revokes DENR Special Order No. 99-1256 and other orders inconsistent herewith.


ANTONIO H. CERILLES
Secretary