



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos.: (632) 929-66-26 to 29; 929-70-41 to 43  
929-66-33 to 35; 929-40-28

OCT 05 2001

SPECIAL ORDER  
NO.2001- 563

**SUBJECT : AUTHORIZING THE CONDUCT OF THE HALF DAY  
WORKSHOPS ON TRAINING NEEDS ASSESSMENT**

In the interest of the service and in order to thoroughly understand and accomplish the Training Needs Assessment Instrument, the following employees are hereby authorized to attend the scheduled workshops as indicated below:

**Workshop 1- November 19, 2001 (Monday)-DENR Canteen Lounge – 1:00-5:00 PM**

1. Rosalina O. Enriquez	- HRMO IV	- MDD-HRMS
2. Cristina B. Paulino	- DMO IV	- CMD-HRMS
3. Amelia M. Magno	- HRMO IV	- Personnel Division
4. Rosario C. Gulmatico	- HRMO IV	- TDD-HRMS
5. Armi D. Foster	- HRMO III	- TDD-HRMS
6. Guadalupe Oliveros	- HRMO III	- TDD-HRMS
7. Fredesvinda Casuncad	- HRMO III	- MDD-HRMS
8. Leonita R. Sibunga	- HRMO III	- CMD-HRMS
9. Priscila M. Molina	- HRMO III	- Personnel Division
10. Herminia O. Ecleo	- HRMO III	- TDD-HRMS
11. Dorina S. Rojas	- HRMO III	- CMD-HRMS
12. Mariel G. Abao	- HRMO III	- MDD-HRMS
13. Erna Sy	- HRMO II	- MDD-HRMS
14. Yvonne Baldado	- HRMO II	- TDD- HRMS
15. Jose Willy Ulanday	- HRMO II	- CMD-HRMS
16. Jet T. Abrera	- HRMO II	- OD-HRMS
17. Miriam Marcelo	- HRMO II	- OD-Admin. Service
18. Corita M. Bartolo	- HRMO II	- Personnel Division
19. Loreta Z. Basilio	- HRMO II	- FMS Office
20. Alexius Caayao	- HRMO I	- MDD-HRMS
26. Gilbert Aquino	- HRMO I	- TDD-HRMS
21. Sonia Escasura	- HRMO I	- TDD-HRMS
22. Maria B. Bongco	- HRMO I	- TDD-HRMS
23. Elena Florencia R. Alcober	- HRMO I	- Personnel Division
24. Carina L. Labastilla	- HRMO I	- ASEC for FMS
25. Rachel R. de Guzman	- HRMO I	- SCO
26. Joseph A. Esperanza	- HRMO I	- Personnel Division
27. Elizabeth I. De la Villa	- HRMO I	- Personnel Division

**Workshop 2 – November 20, 2001 (Tuesday)-DENR Canteen Lounge–1:00-5:00 PM**

1. Ma. Dorica Hipe	- Engineer IV	- ENRO
2. Emelita C. Aguinaldo	- EA IV	- ENRO
3. Janette V. Husmillo	- Info. Officer III	- ENRO
4. Elizabeth Gran	- Information Officer I	- ENRO
5. Wajie E. Maranan	- Comp. Operator IV	- ENRO
6. Ariel C. De Sesto	- Engineer III	- Office of USEC Gerochi
7. Angelina V. Faral	- Attorney III	- PID
8. Rolly Almoradie, Jr.	- Special Investigator II	- Legal Service
9. Jaime Jose Badaguas	- Special Investigator	- Legal Service
10. Victor B. Cortez, Jr.	- Records Officer II	- Lit. & Investigation Div.
11. Edgar N. Higoy	- Special Investigator II	- Legal Service
12. Elizar S. Cantuba	- Info. Sys. Res. II	- MISD
13. Elizabeth L. Arcinas	- Comp. Programmer II	- MISD
14. Aurora F. Prospero	- Info. Sys. Analyst II	- MISD
15. Marciano Macatangay	- FMS II	- NFDO
16. Lolita M. Sajul	- Exec Asst. IV	- HEA
17. Fe Garrido	- PO III	- Planning & Prog. Div.
18. Teodora B. Cabrera	- PO II	- Planning & Prog. Div.
19. Emelita R. Mendoza	- PO II	- Planning & Prog. Div.
20. Ramil C. Mangubos	- PO I	- Planning & Prog. Div.
21. Dexter M. Tindoc	- PO I	- Planning & Prog. Div.
22. Leonora Mangubat	- PDO IV	- PDED
23. Ma. Hayley Concepcion	- PDO II	- PDED
24. Cynthia Leonin	- PDO II	- PDED
25. Edna Nuestro	- PDO II	- PDED
26. Rita Flordeliz	- PDO III	- PDED
27. Imelda Matubis	- DMO I	- Policy Studies Service
28. Leonor Arzadon	- DMO II	- Office of ASEC PPSEAO
29. Ronilo L. Salac	- DMO III	- PSS
30. Fe G.Loo	- ECO III	- EAS
31. John Reburiano	- AO II	- GSD
32. William T. Ragos	- DMO IV	- SCO
33. Reynaldo L. Buday	- DMO III	- SCO
34. Ernestina F. Jose	- CDO II	- SCO
35. Joseph E. Oconer	- Forester II	- SCO
36. Melinda Capistrano	- Planning Officer III	- Statistical Coord. Div.
37. Levi Cabalfin	- Statistician III	- SCD
38. Julie Gorospe	- Planning Officer III	- SCD
39. Dinah Agati	- Planning Officer II	- SCD
40. Melba Guitanguijo	- Statistician I	- SCD

**Workshop 3 – November 21, 2001 (Wed.)-DENR Canteen Lounge –1:00-5:00 PM**

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|-------------------------------|---------------------------|------------------------|
| 1. Loremilla S. Yumang        | - DLLS                    | - USEC, ENR, LLIA      |
| 2. Carina L. Labastilla       | - RMO I                   | - FMS Office           |
| 3. Paulina G. Castro          | - MAA III                 | - Management Div.      |
| 4. Manuel D. Rojas            | - MAA II                  | - Management Div.      |
| 5. Fancy M. Leones            | - MAA I                   | - Management Div.      |
| 6. Adona M. Villas            | - MAA I                   | - Management Div.      |
| 7. Merlyn M. Lanot            | - MAA I                   | - Management Div.      |
| 8. Evangeline Limyuco         | - Accountant III          | - FMS-Accounting       |
| 9. Generosa Laoagan           | - Accountant II           | - FMS-Accounting       |
| 10. Teodoro Guevarra          | - Accountant II           | - FMS-Accounting       |
| 11. Letecia Llamera           | - Accountant I            | - FMS-Accounting       |
| 12. Catherine Manalansan      | - Accountant I            | - FMS-Accounting       |
| 13. Lilian A. Leonardo        | - Buyer V                 | - OD, FMS              |
| 14. Guillerma B. Alconis      | - Cashier II              | - Cashier Section      |
| 15. Willie A. Candelario      | - Librarian II            | - MGB                  |
| 16. Rosalie B. Estrada        | - Librarian II            | - MGB                  |
| 17. Corazon M. Camat          | - Records Officer III     | - Records Division     |
| 18. Cresencia T. Olivar       | - Records Officer IV      | - Records Division     |
| 19. Danilo R. Antonio         | - Planning Officer III    | - LAMP                 |
| 20. Iluminada G. Ignacio      | - Computer Prog. II       | - LAMP                 |
| 21. Tranquilino T. Cabacungan | - Info. Officer IV        | - PAO                  |
| 22. Ricardo A. Fian           | - Media Prod. Spec. III   | - PAO                  |
| 23. Eduardo E. Esteller       | - Cinematographer II      | - PAO                  |
| 41. Ma. Laila Taoingan        | - EA I                    | - USEC, ENR, LLIA      |
| 24. Memorie Jiggy F. Toledo   | - HRMO I                  | - OD Admin. Service    |
| 25. May R. Canlas             | - DMO IV                  | - OUNRO                |
| 26. Manuel Balangue           | - Mgt. Audit Analyst IV   | - OUNRO                |
| 27. Nicasio Iglesia           | - Sr. FMS.                | - OUNRO                |
| 28. Mariclaire T. Miguel      | - PEO II                  | - OUNRO                |
| 29. Rachel B. Princillo       | - Spec. Investigator II   | - Legal Service        |
| 30. Capitolina E. Rosillo     | - Spec. Investigator II   | - Lit. & Investigation |
| 31. Rodolfo B. Ruiz           | - Records Officer         | - OD, Legal Service    |
| 32. Gregoria C. Maligsa       | - Records Officer II      | - OD, Legal Service    |
| 33. Clarita J. Ama            | - Info Sys. Researcher II | - MISD                 |
| 34. Ma. Evelina T. Rasco      | - Info Sys. Analyst III   | - MISD                 |
| 35. Rowena Cañada             | - EA III                  | - NFDO                 |
| 36. Yolanda B. Gomez          | - PO IV                   | - PPD                  |
| 37. Josephine L. Gomez        | - PO III                  | - PPD                  |
| 38. Vicky U. Ylagan           | - PO III                  | - PPD                  |
| 39. Thelma C. Alcaraz         | - PO II                   | - PPD                  |
| 40. Pablito M. Ofrecia        | - PO I                    | - PPD                  |

**Workshop 4 – November 22, 2001 (Thurs.) -DENR Canteen Lounge- 1:00 -5:00 PM**

1. Isagani Amatorio	- PDO I	- PDED
2. Febes de Leon	- PDO II	- PDED
3. Wyleen Gonzales	- PDO II	- PDED
4. Alexis Lapiz	- PDO I	- PDED
5. Danilo Manaloto	- PDO II	- PDED
6. Ma. Lovella Segayo	- ECO I	- PSS
7. Ma. Theresa Escubio	- DMO II	- PSS
8. Eleazar Alaira	- DMO III	- PSS-CBRM
9. Roy Stephen Tolentino	- ECO III	- PSS
10. Nelia F. Villanueva	- EA IV	- PSS
11. Carlito B. Buentipo	- Sr. Comm.Dev. Officer	- GSD
12. Consolacion P. Crisostomo	- DMO IV	- ENRO
13. Helen Ruth Tabion	- DMO III	- ENRO
14. Susan Villar	- PS II	- ENRO
15. Farida F. Flaviano	- Comp. Prog. II	- ENRO
16. Herminigilda Gumatay	- Records Officer	- Legal Service
17. Markus Christian Hernandez	- Attorney III	- Legal Service
18. Geraldine D. Ramos	- Attorney IV	- PDD
19. Roberto de Leon	- ISA III	- MISD-GIS
20. Antonio S. Bautista, Jr.	- Computer Prog. III	- MISD
21. Jose E. C. Leido	- ISA 3	- MISD
22. Mary Ann C. Magtulis	- PO II	- PPD
23. Cecilia B. Mendoza	- PO II	- PPD
24. Nestor Madolora	- DMO IV	- PDED
25. Llarina Mojica	- PDO II	- PDED
26. Araceli Oredina	- PDO III	- PDED
27. Ma. Theresa Enriquez	- DMO I	- PSS
28. Marlyn C. Arzaga	- DMO II	- PSS
29. Nerissa B. Jarabe	- ECO II	- PSS
30. Velma M. Lim	- SEMS	- SCO
31. Roy O. Gulane	- DMO III	- SCO
32. Francia B. Atos	- DMO II	- SCO
33. Cesar A. Almonte	- CDO I	- SCO
34. Larry Villaflor	- Planning Officer II	- SCD
35. Bella Nuñez	- Statistician II	- SCD
36. Ma. Theresa Legaspi	- Statistician I	- SCD
37. Sergio Arabejo, Jr.	- Statistician I	- SCD
38. Anita L. Iringan	- Engineer I	- USEC,ENR,LLIA
39. Cynthia U. Lozano	- Engineer III	- USEC,ENR,LLIA
40. Flordeliza D. Garcia	- Librarian II	- FMB

**Workshop 5 – November 23, 2001 (Friday) -DENR Canteen Lounge - 1:00 -5:00 PM**

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|-------------------------------|--------------------------|-----------------------|
| 1. Tessie R. Argete           | - MAA III                | - Management Division |
| 2. Fe Evelyn D. Rigor         | - MAA II                 | - Management Division |
| 3. Francia W. Tracena         | - MAA I                  | - Management Division |
| 4. Maria Elvira P. Javier     | - MAA I                  | - Management Division |
| 5. Paz G. Tomas               | - MAA I                  | - Management Division |
| 6. Jane G. Bautista           | - Accountant IV          | - FMS Accounting      |
| 7. Marivic Benjamin           | - Accountant III         | - LAMP                |
| 8. Enrique Marabut            | - Accountant II          | - FMS-Accounting      |
| 9. Remedios Garrido           | - Accountant I           | - FMS-Accounting      |
| 10. Josephine Eborá           | - Accountant I           | - FMS Accounting      |
| 11. Wilma C. Yngente          | - Cashier II             | - Cashier Section     |
| 12. Ofelia B. Veloira         | - HRMO IV                | - Personnel Division  |
| 13. Dolores R. Prudente       | - HRMO III               | - Personnel Division  |
| 14. Galo C. Martinez, Jr.     | - Records Officer IV     | - Records Section     |
| 15. Genevieve A. Padilla      | - PEO III                | - LAMP-PMO            |
| 16. Ma. Sabrina F. Cruz       | - Inf. Officer IV        | - PAO                 |
| 17. Ma. Matilda A. Gaddi      | - Media Prod. Spec. III  | - PAO                 |
| 18. Mario M. Mendoza          | - Head Pressman          | - PAO                 |
| 19. Elizabeth G. Cruz         | - Artist Illustrator III | - PAO                 |
| 20. Nelita Tabbada            | - ITO II                 | - OUNRO               |
| 21. Normita S. Ballon         | - PO II                  | - PPD                 |
| 22. Samson J. Sapaden         | - PO II                  | - PPD                 |
| 23. Doris Ann P. Albadejo     | - PO I                   | - PPD                 |
| 24. Renante M. Husmillo       | - PEO I                  | - PPD                 |
| 25. Digna C. Pacis            | - Engr. II               | - PPD                 |
| 26. Concepcion Tagos          | - PDO II                 | - PDED                |
| 27. Iluminada Thiam           | - PDO II                 | - PDED                |
| 28. Nenita R. Zabala          | - ECO II                 | - PSS                 |
| 29. Ruby Buen                 | - DMO III                | - PSS                 |
| 30. Julita A. Mustapha        | - CDO III                | - SCO                 |
| 31. Belinda I. Deang          | - DMO II                 | - SCO                 |
| 32. Silvestre C. Soriano, Jr. | - FMS II                 | - SCO                 |
| 33. Rhodora C. Brucal         | - Private Secretary II   | - SCO                 |
| 34. Marcela H. Estorosos      | - DMO I                  | - SCO                 |
| 35. Ariel Catindig            | - Statistician III       | - SCD                 |
| 36. Flordeliza D. Garcia      | - Librarian II           | - FMB                 |
| 37. Cresencia Garalde         | - Accountant I           | - FMS-Accounting      |
| 38. Dalisay Pascual           | -Accountant I            | - FMS-Accounting      |
| 39. Amelita Tamayo            | - DMO IV                 | - OUNRO               |
| 40. Perfecta Hinojosa         | - Sup. FMS               | - OUNRO               |

**Workshop 6 – November 26 , 2001 (Mon.)-DENR Canteen Lounge – 1:00 –5:00 PM**

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|-------------------------------|---------------------------|-----------------------|
| 1. Liberty Fernandez          | - Statistician II         | - SCD                 |
| 2. Anastacio Gorabing, Jr.    | - DLLS                    | - USEC, ENR, LLIA     |
| 3. Helen Jimenez              | - EA IV                   | - USEC, ENR, LLIA     |
| 4. Marcel Goño                | - PDO IV                  | - PCEEM               |
| 5. Cynthia R. Balascopo       | - MAA IV                  | - Management Division |
| 6. Fely S. Nabua              | - MAA III                 | - Management Division |
| 7. Juana P. Bulseco           | - MAA III                 | - Management Division |
| 8. Estela B. Valdez           | - MAA II                  | - Management Division |
| 9. Mabel F. Coloma            | - MAA I                   | - Management Division |
| 10. Dina Nillosan             | - Accountant III          | - FMS-Accounting      |
| 11. Lourdes Chua Excolar      | - Accountant II           | - FMS-Accounting      |
| 12. Perpetua Tomas            | - Accountant II           | - FMS-Accounting      |
| 13. Celestino Santos          | - Accountant II           | - FMS-Accounting      |
| 14. Nenita de Leon            | - Accountant II           | - FMS-Accounting      |
| 15. Leodina Laddaran          | - Accountant II           | - FMS-Accounting      |
| 16. Niceta Roxas              | - Accountant I            | - FMS-Accounting      |
| 17. Andrea Ramos              | - Accountant I            | - FMS-Accounting      |
| 18. Amador Tendido            | - Accountant I            | - FMS-Accounting      |
| 19. Fe A. Mendizabal          | - Cashier II              | - Cashier Section     |
| 20. Rolando R. Castro         | - HRMO IV                 | - Personnel Division  |
| 21. Cynthia L. Austria        | - HRMO III                | - Personnel Division  |
| 22. Betty M. Jilloca          | - Nurse II                | - Med. & Dental U.    |
| 23. April Rose Mansueto       | - EA III                  | - HEA                 |
| 24. Ma. Francia A. Molina     | - EA III                  | - HEA                 |
| 25. Belen D. Fernandez        | - EA I                    | - HEA                 |
| 26. Ma. Teresa B. Espinol     | - EA I                    | - HEA                 |
| 27. Rosita M. Piniano         | - EA I                    | - HEA                 |
| 28. Magdalena J. Contarciego  | - Librarian II            | - OSEC                |
| 29. Rosita O. De Guzman       | - AO I                    | - PAO                 |
| 30. Nora J. Serangeli         | - Records Officer II      | - Records Division    |
| 31. Marivic S. Benjamin       | - Accountant III          | - LAMP                |
| 32. Ma. Elizabeth Galang      | - Creative Arts Spec. III | - PAO                 |
| 33. Efren M. Liles            | - Creative Arts Spec. II  | - PAO                 |
| 34. Jose C. Morales           | - Photographer IV         | - PAO                 |
| 35. Consuelo T. Duano         | - DMO I                   | - SCO                 |
| 36. Fanelie T. de la Cruz     | - CDA I                   | - SCO                 |
| 37. Manuel M. Balangue        | - MAA IV                  | - ENRO                |
| 38. Estrella L. Jacaban       | - MAA III                 | - Management Div.     |
| 39. Abelardo B. Favila        | - MAA II                  | - Management Div.     |
| 40. Mario B.R. Contreras, Jr. | - MAA II                  | - Management Div.     |
| 41. Manolita L. Velasco       | - MAA I                   | - PTFWRDM             |

## **FACILITATORS**

1. Filipina V. Edralin – Division Chief
2. Rosalina O. Enriquez – Project Leader
3. Merceditas C. Campo
4. Gilbert Aquino/Marie Bongco / Dina Sajul

The attendance of the above mentioned personnel to the workshop shall be on official time. All expenses shall be charged against the HRMS funds subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the dates specified.



PROF. ROGELIO V. PAGLOMUTAN

Tnains