



APR 10 2002

Special Order
No. 2002-273
Series of 2002

SUBJECT : **DESIGNATING FORESTER RONITA A. UNLAYAO AS CHIEF OF THE HUMAN RESOURCES MANAGEMENT DIVISION, DENR, REGION 4.**

1. In the interest of the service and pursuant to DAO 99-52, FORESTER RONITA A. UNLAYAO is hereby designated as Chief of Human Resources Management Division in concurrent capacity as Chief, Regional Community-Based Forest Management Office.
2. As Chief of the HRMD, she shall be responsible in overseeing the execution of the following functions of the Human Resources Management Division, to wit :
 - a. Act as Chairman of the Scholarship Committee;
 - b. Evaluate and recommend the training proposals for the Region;
 - c. Recommend the conduct of training needs analysis;
 - d. Coordinate HRM activities conducted in the Region;
 - e. Oversee all training programs being implemented region-wide
 - f. Prepare reports on all HRM on all HRM activities conducted in the Region;
 - g. Evolve a responsive employee career development program;
3. She shall sign all official documents as follows :

RONITA A. UNLAYAO
Chief, Human Resources Management Division
Concurrent Chief, RCBFMO

4. She shall be entitled to reimbursable representation and transportation allowance, subject to the availability of funds and to the usual auditing and accounting rules and regulations.
5. This order shall take effect immediately and supercedes or amends all others inconsistent herewith.


HEHERSON T. ALVAREZ
Secretary

Recommending Approval :


SAMUEL R. PENAFIEL, CESO III
Regional Executive Director