



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) 929-65-52
929-66-20 • 929-66-63 to 35
929-70-41 to 43

SPECIAL ORDER
NO. 2002- 83

JAN 25 2002

SUBJECT : DESIGNATING SOME DENR PERSONNEL AS RECORDS CUSTODIAN OF THEIR RESPECTIVE OFFICES.

In the interest of the service and in order to ensure the proper and effective control of all DENR records, the following personnel are hereby designated as Records Custodian of their respective offices.

<u>OFFICE</u>	<u>RECORDS CUSTODIAN</u>
OSEC/Head Executive Assistant	Fely San Pablo
Office of the USEC for Environment and Nat'l. Resources Operation	Marie Claire Tena
Office of the USEC for ENR, Lands, Legal & Int'l. Affairs	Anita Iringan
Office of the USEC for Planning and Policy Studies	Yolanda Molina
Office of USEC for Special Concerns and Internal Agency Affairs	Nena Mandario
Office of the ASEC for Management Svcs.	Dexter Tindoc
Public Affairs Office	Araceli Espino Remedios Asuncion
Special Concerns Office	Felicitas Arevalo Dolores Reyes

DIST-SAID-SCO

Elsa Fuentes
Marieta Paglinawan

PPSO

Office of the Director
Plan. Prog. Division

Rowel Rasal

Proj. Dev. Eval. Division

Carolina Espiritu

Policy Studies

Office of the Director
Policy Formulation Division

Miguel Badion

Policy Review & Analysis Division

Imelda Matubis

Economic Affairs

Office of the Director

Evangeline Pilac

ENR Econ. Division
Stat. Coord. Division

Ervy dela Cruz

FASPO**Local Invs'mt. & Prog. Support Serv. (LIPSS):**

Office of the Director

Flordeliza Tenazas

Special Fund Prog. Div.

Lemina Pascual

Prog. Ass'mt. & Comm. Div.

Erlinda Ayap

Prog. Accounts Mgt. Div.

Lailani Sabroso

Foreign Investment Service (FIS):

Office of the Director

Cristina Manalaysay

Multilateral Inv. Prog. Div.

Evelyn Flores

Bilateral Inv. Prog. Div.

Nelia Quesada

Legal Management Service

Office of the Director

Gregoria Maligsa

Personnel Inv. Division

Bless de Layola
Marieta Mirador

Claims & Conflicts Division

Rodolfo Ruiz, Jr.

Inv. & Litigation Division

Victor Cortez

Law Enf. & Law Lic. Division

Bless de Layola

Res. & Legal Opinion Division

Herminia Gumatay

Processing & Doc. Division

Marieta Mirador

Administrative Service

Office of the Director

Florida Fajardo

Personnel Division

Erlinda Romulo

Medical & Dental Unit

Nena Villanueva

General Services Division
Procurement Section

Carmen Luarca

Property Section

Teresita Amog

B G M S

Zenaida Ibay

Motorpool

Genaro de Jesus

Cashier Unit

Alvin Legaspi

Radiocom Unit

Estrella Facelo

Telecom Unit

Ester Sarmiento

Human Resource Management Service

Office of the Director	Jeffrey Garaton
Mgt. Dev. Division	Bernardita Tubang
Trainers Dev. Division	Sonia Escazura
Career Mgt. Division	Jean Madi
Library	Magdalena Contarciego

Financial Management Service

Office of the Director	Regie Turla
Accounting Division	Celestino Q. Santos
Management Division	Barbara Villarba
Budget Division	Marilou Lita

N F D O

Ermanita Torralba

N R M P

Gloria Bancifra

C E P

Lilia Buison

C A R P

Homer Bartolo

Mt. Makiling & Laguna de Bay Comm.

Milagros Martinez

CSC Field Office

William Padaca

DENREU

Ponciano Aranez

OMBUDSMAN

Adelio Gutlay

C B F M O

Jacqueline Ramos

A D M P

Remedios Mendi

Task Force Air Quality

EvelynReyes

P T F W R D	Jocelyn Merino
WRDP-WMIC	Maricar Bragado
DSSO/MISD	Erlinda Cantil
PCICDSCS	Jesus dela Torres
MANILA BAY/PEMSEA	Floradema Colorado
Local EPM	Edward Palad
C R M P	Raul Abia
Sr. Adviser (ENR Env. Spl. Proj.)	Arniel Abellonar

As designated Records Custodian, they shall perform the following functions:

1. Assist/coordinate with the Records Management and Documentation Division in all matters pertaining to DENR records;
2. Shall be primarily responsible in the filing, monitoring, and safeguarding of records concerning their respective offices;
3. Submit to the Records Management and Documentation Division reports on inventory, evaluating and determination of time and utility values and retention periods of records in their respective offices; and
4. Assist the Records Management and Documentation Division in the conduct of the annual records inventory;
5. Coordinate with the Records Management and Documentation Division for the disposal of valueless records in their respective offices.
6. Compile digital copies of files and coordinate with Management Information Systems Division (MISD) in systematizing digital file management.

Issuances shall first be released to designated Records Custodian who will in turn do the reproduction/dissemination to all concerned officials and employees. She/he shall be held accountable for any failure to inform the said officials/employees under his/her office jurisdiction.

This Order shall take effect immediately and shall remain in force until revoked in writing.



HEHERSON T. ALVAREZ
Secretary