



Republic of the Philippines
Department of Environment and Natural Resources

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SPECIAL ORDER
NO. 2002-896

OCT 17 2002

**SUBJECT : CREATION OF A HOUSING PROJECT BOARD
SECRETARIAT UNDER THE DIRECT SUPERVISION
OF THE PROJECT OVERSIGHT COMMITTEE (POC)
FOR THE DENR-DILG-DND-DepEd-DOTC HOUSING
PROJECT**

In the interest of the service and in order to facilitate the approval of the applications for the PAG-IBIG Special Housing Loan Facility of employees/beneficiaries in the DENR-DILG-DND-DepEd-DOTC Housing Project located at Barangay Cuyambay, Tanay, Rizal a Housing Project Board Secretariat in this Department is hereby created to compose of the following Officials/Employees:

RAMON M. EZPELETA Director, Administrative Service	-	Chairman
ERNESTO B. JARABE Administrative Officer V Housing Project Coordinator	-	Member
OFELIA B. VELOIRA Human Resource Management Officer IV Housing Project Head Secretariat	-	Member
ELENA FLORENCIA ALCOBER H.R.M.O. I	-	Support Staff
ILDEFONSO C. SEMBRANO H.R.M. Assistant	-	Support Staff

The said Board Secretariat shall be under the direct supervision of the Housing Project Oversight Committee (HPOC) to perform the following functions:

1. Review and evaluate all housing loan applications submitted by beneficiaries/employees;
2. Certify as to compliance with the required documents;
3. Recommend/endorse its approval to the PAG-IBIG Fund Housing Loan Facility; and
4. Other related functions that will be required by the PAG-IBIG Fund.

All expenses incurred by the said Committee shall be chargeable against DENR funds, subject to the usual accounting and auditing rules and regulations.

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

Let's Go Green!
HEHERSON J. ALVAREZ
Secretary
17 OCT