



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MAY 07 2003

SPECIAL ORDER

No. 2003 - 321

SUBJECT: AUTHORIZING THE CONDUCT OF AN EXECUTIVE BRIEFING AND ORIENTATION SEMINAR ON ENVIRONMENTAL MANAGEMENT SYSTEM AND ISO 14001

In order to promote the awareness and support of DENR Executives and Middle Managers to the implementation, maintenance, and communication of an Environmental Management System (EMS) according to ISO 14001, as well as introduce the concept and establishment of EMS to the department's personnel consonant to the creation of an EMS Greening Program Steering Committee and Teams, the following officials and employees are authorized to participate in the Executive Briefing and Orientation Seminar on EMS and ISO 14001 to be held on the dates and venues as follows:

- I. EXECUTIVE BRIEFING ON EMS AND ISO 14001, PART I**
13 May 2003, Tuesday, 9:00-11:30 A.M.
OSEC Conference Room
A. DENR Executives

1. USEC Rolando L. Metin
2. USEC Demetrio L. Ignacio
3. USEC Manuel D. Gerochi
4. HEA Marilyn Q. Landicho
5. ASEC Rafael E. Camat
6. ASEC Raymond D.C. Mendoza, Jr.
7. ASEC Mylene Albano
8. ASEC Matanog M. Mapandi, Al-Haj
9. ASEC Adriano B. Nava, Jr.
10. Director Eriberto C. Argete
11. Director Juan Raña
12. Director Gerardo F. Cariño
13. Director Juliano P. Nacino
14. Director Lilia SD Raflores
15. Director Marcial Amaro, Jr.

**B. Program Steering Committee
DENR EMS Greening Program**

USEC Rolando L. Metin - Chair
Dir. Ramon M. Ezpeleta - Vice-Chair
Dir. Adeluisa G. Siapno
Dir. Gloria C. Arce
Dir. Irma S. Paulme
Ms. Cynthia R. Balascopo
Mr. Celso L. Bautista

C. DENR EMS Greening Teams

1. Green Procurement Team
Gilbert Mondroy – Team Leader
Miriam M. Marcelo
Estela B. Valdez
Marilou Calado
Zenaida Gutierrez
Immie Ignacio

2. Paper and Materials Conservation Team
Emelita Aguinaldo – Team Leader
Yolanda Gomez
Cresencia Olivar
May Canlas
Dolores Prudente
Elvira Pausing

3. Solid Waste Management Team
William T. Ragos – Team Leader
Claro Aquino
Raul T. Jardin
Evelyn Nillosan
Abigail Garido
Charlie Agati

4. Energy and Water Conservation Team
Al O. Orolfo – Team Leader
Rosalinda Enriquez
Engr. Emmanuel David
Guillermo Stipona, Jr.
Alexis Lapis
Leza Acorda

5. Emergency Preparedness and Response Team

Dr. Emmanuel Pilar – Team Leader

Dr. Oscar Calim

Celso Bautista

Joseph Ezperanza

Corazon Bautista

Harry Quiaoit

Supervisor Security

6. Anti-Smoke Belching Team

Manuel T. Trampe – Team Leader

Atty. Roxanne Turingan

Tranquilino Cabacungan

Engr. Jaime Jacobo

Danilo Manoloto

Arturo B. Bongco

D. PSC Secretariat

Tessie R. Argete – Head Secretariat

Adona Villas

Natividad Trofeo

E. HRMS Training Staff - (2 staff)

II. EXECUTIVE BRIEFING ON EMS AND ISO 14001, PART II

13 May 2003, 1:30-4:30 P.M.

OSEC Conference Room

All Team Leaders and Members of the DENR EMS Greening Program

III. ORIENTATION SEMINAR ON EMS AND ISO 14001
14 and 15 May 2003
All Division and Section Chiefs, Chiefs of Staff, and (3) Technical Staff

14 May 2003 – Management Services Conference Room			
1st Batch 8:00-10:00AM	2nd Batch 10:00 – 12:00AM	3rd Batch 1:00 – 3:00PM	4th Batch 3:00 – 5:00PM
HRMS	Administrative Service	OSEC	Planning Service
Career Mgt. Div.	Personnel Div.	PAO	Planning & Programming Div.
Mgt. Dev't. Div.	Radio and Telecom Unit	HEA	Project Dev't. & Evaluation Div.
Trainers Dev't. Div.	Records Div.	SCO	Research & Statistics Div.
	Cashier	USECs/ASECs Staff	Policy Studies Div.
15 May 2003 – OSEC Conference Room			
1st Batch 8:00-10:00AM	2nd Batch 10:00 – 12:00AM	3rd Batch 1:00 – 3:00PM	4th Batch 3:00 – 5:00PM
FMS	Administrative Service	Legal Service	Legal Service
Accounting Div.	GSD	Personnel Investigation Div.	Law Enforcement & Licensing Div.
Budget Div.	Medical and Dental Unit	Claims & Conflicts Div.	Processing & Documentation Div.
Management Div.	MISD	Investigation & Litigation Div.	Research & Legal Opinion Div.

The attendance of the above-mentioned officials and employees shall be on official time. All expenses to be incurred in the conduct of the seminar shall be charged to DENR Funds subject to the usual accounting and auditing rules and regulations.

This Order shall take effect on the dates specified.

Elisea G. Gozun
ELISEA G. GOZUN
 Secretary