

Republic of the Philippines Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, Philippines 1104

SPECIAL ORDER NO. 2003- 630 AUG 0 6 2003

SUBJECT:

Designation and Assignment of Community Environment and Natural Resources Officers (CENRO) for the Cordillera

Administrative Region

In the interest of the efficient and effective delivery of ENR services to the various publics and in accordance with the guidelines in the selection and assignment of field officers, the following are assigned to head the DENR Community Environment and Natural Resources Offices (CENRO) at the Cordillera Administrative Region:

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CAR	
CENR OFFICER	CENR OFFICE
Diego Ambatali, CENRO	Tabuk, Kalinga
Jocelyn Bugaring, OIC CENRO	Pinukpuk, Kalinga
Manuel Pogeyed, CENRO	Sabangan, Mt. Province
Fernando Balacillo, OIC CENRO	Paracelis, Mt. Province
Ernesto Aton, OIC CENRO	Bangued, Abra
Joseph Aquilet, CENRO	Langanglang, Abra
Julio Lopez, OIC CENRO	Calanasan, Apayao
Wilfredo Manauis, CENRO	Conner, Apayao
Franklin Sapla, CENRO	Luna, Apayao
Leon Apse, CENRO	La Trinidad, Benguet
Goefrey Cawis, CENRO	Buguias, Benguet
Maximo Macli-ing, CENRO	Baguio City
Valeriano Banggolay, CENRO	Alfonso Lista, Ifugao
Moises Butic, CENRO	Lamut, Ifugao

The turn over from an outgoing to incoming CENRO's shall be executed within seven (7) days from the issuance of this Order. The RED (or a RTD or PENRO that the RED may designate) shall supervise the turnover of responsibilities and accountabilities, which shall be guided by the turn-over lists constituting **Annex A** of this Order.

In no case may an outgoing CENRO shall bring to his new assignment any office property or material. Violation of this instruction shall lead to the recall of the ENRO and forfeiture of his new assignment.

During the turn over, the incoming CENRO shall execute the Code of Conduct for Good Environmental Governance (Annex B) and shall form part of the turn-over reports.

The CENRO's concerned shall inform the Secretary, through the PENRO and RED of the turnover within three days after such turn over is completed.

Officers who hold CENRO appointments but are not included in this Special Order shall report to the RED for assignment. The RED shall give them substantive assignments which will enable the regional office to be more effective and responsive in providing services to the various ENR stakeholders.

Other personnel who heretofore have been acting as OIC PENRO's and who are not included in the list of CENRO's shall return also report to the RED for assignment. Unless their positions belong to the regional office proper, a bureau or central office, they should be assigned to the CENR Offices.

ELISEA G. GOZUN MY Secretary

CENRO TURNOVER LISTS

Department of Environment and Natural Resources TURNOVER OF CENRO RESPONSIBILITIES, PERSONNEL AND OFFICE PROPERTIES

REGIONAL / PENR		4 400	
OUTGOING CENRO		and Designation)	· · · · · · · · · · · · · · · · · · ·
INCOMING CENRO		and Designation)	
•		and Designation)	
DATE OF TURNOVE	ER:		
	Annex A. Lis	at of Personnel	
Name (Present name by Division)	Position (Position in the Plantilla)	Assignment (e.g., Assigned at Checkpoint at; Assigned as forest guard in; Assigned as Special Disbursing Officer	Remarks (E.g., detailed to; Detailed from; On leave from; On Official Scholarship at from;
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.	†		
14.			
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Department of Environment and Natural Resources TURNOVER OF CENRO RESPONSIBILITIES, PERSONNEL AND OFFICE PROPERTIES

REGIONAL / PENR OFFICE	<u> </u>	
OUTGOING CENRO:		
	(Name and Designation)	
INCOMING CENRO		
	(Name and Designation)	
DATE OF TURNOVER:		

Annex B. List of Properties

	Annex B. List of	Properties	
Property/Equipment (Include vehicle/s, furniture and fixtures such as tables, chairs, air conditioners, copiers, computers. Also include furnishing and kitchen wares, if there are any)	Serial No/Property Number	Official To Whom ARE is Issued	Status
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Department of Environment and Natural Resources TURNOVER OF CENRO RESPONSIBILITIES FOR ACCOUNTABLE FORMS

REGIONAL / PENR OFFICE	•	
OUTGOING CENRO:		
	(Name and Designation)	
INCOMING CENRO		
	(Name and Designation)	
DATE OF TURNOVER:		

Annex C. Accountable Forms

Accountable Forms and Other Forms	No. of Booklets or Sheets	Serial Number	Accountable Person
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.	· · · · · · · · · · · · · · · · · · ·		
12.			
13.			
14.			

TURNOVER OF CENRO FINANCIAL RESPONSIBILITIES

OUTGOING CENRO:		d Designation)	
INCOMING CENRO_			
	(Name and	d Designation)	
DATE OF TURNOVE			
	Annex D. Financial	Accountability	
Financial Matters	Amount/Land Rank	Other Ranks	Romarks

Financial Matters	Amount/ Land Bank		Remarks
1. Cash in Bank			
2. Cash On Hand			
Accounts Payable	Amount	Status	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

Department of Environment and Natural Resources TURNOVER OF CENRO RESPONSIBILITIES ON PATENTS ISSUANCE

	REGIONAL / PENR OFFICE::::::				
	(1	Name and	d Designation)		
INCOMING CENRO_					
(Name and Designation) DATE OF TURNOVER:					
	Annex E.	Patents	on Process		
Name Patent Is To Be Issued	Number		Status as of 7/21/2003	Remarks	
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Department of Environment and Natural Resources TURNOVER OF CENRO RESPONSIBILITIES ON ISSUES

REGIONAL / PENR OF		<u>.</u>	
OUTGOING CENRO:_	(Name an	d Designation)	
INCOMING CENRO	(Name an	d Designation)	****
DATE OF TURNOVER	-		· · · · · · · · · · · · · · · · · · ·
,	Annex F. List of Out	standing Issues	
ISSUES	Date Issue Started	Parties Involved	Status as of 7/21/2003
F-1. Land Issues			
1			
2.			
3.			
4.			
F-2. Forestry			
Issues			
1.			
2.			
3.			
4.			
5.			
F-3. Protected Areas and Wildlife Issues			
1.			
2.			
3.			
4.			
5.			
F-4. Issues with LGUs			
1.			
2.			
3.			
	 	 	

F-5. Administrative and Financial Issues/Other Issues		

Department of Environment and Natural Resources TURNOVER OF CENRO RESPONSIBILITIES FOR PROJECTS

REGIONAL / PENR OFFIC			
OUTGOING CENRO:	(Name and	Designation	<u> </u>
INCOMING CENRO	(Name and	Designation	<i>!</i>
	(Name and	Designation)
DATE OF TURNOVER:	(**************************************		,
	Annex G. List of	Projects	
Name: Title of Project	Duration	Assigned	Status as of July
•	(Indicate Project	Staff	21, 2003
	Start and		
	Date/Expected	}	
	Date of		
	Termination)		
A.1. COMPLETED PROJ	ECTS		
1.			
2.			
3.			
4.			
5.			
A.2. ON-GOING PROJEC	CTS		
1.			
2.			
3.			
4.			
5.			
A.3. INCOMING OR PRO	DJECTS ABOUT TO	O START	
1.			
2.			
3.			
4.			
5.			