



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100  
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929-66-20 • 929-66-33 to 35  
929-70-41 to 48.

SEP 18 2003

DENR SPECIAL ORDER  
NO. 2003- 757

SUBJECT : **AUTHORIZING THE CONDUCT OF THE TRAINING WORKSHOP ON HANDLING ADMINISTRATIVE CASES BY NON-LAWYERS**

In the interest of the service and in order to equip non-lawyers in the DENR with suitable knowledge regarding the handling of administrative cases, and facilitate the disposition of administrative cases in the Department, the following personnel are hereby authorized to attend the *Training Workshop on Handling Administrative Cases by Non-Lawyers* on 29 September - 01 October 2003 at the Visitors' Center, Ninoy Aquino Parks and Wildlife Nature Center, Quezon City:

A. PARTICIPANTS

- |                          |                               |
|--------------------------|-------------------------------|
| 1. Galo Martinez         | - Records Management Division |
| 2. Celso Bautista        | - General Services Division   |
| 3. Emmanuel Pilar        | - Medical Clinic              |
| 4. Marlyn Lukban         | - --do--                      |
| 5. Rolando Castro        | - Personnel Division          |
| 6. Ofelia Veloira        | - --do--                      |
| 7. Joseph Esperanza      | - --do--                      |
| 8. Cristina Abaya        | - --do--                      |
| 9. Remedios Mariñas      | - --do--                      |
| 10. Rolly Almoradie      | - --do--                      |
| 11. Corazon Camat        | - Records Division            |
| 12. Crescencia Olivar    | - --do--                      |
| 13. Miriam Marcelo       | - Administrative Service      |
| 14. Fredesvinda Casuncad | - HRDS-MDD                    |
| 15. Clavel Orallo        | - SAID                        |
| 16. Victor Cortez        | - Legal Service               |
| 17. Rachel Princillo     | - --do--                      |
| 18. Joyce Rebebes        | - --do--                      |
| 19. Capitolina Rosillo   | - --do--                      |
| 20. Raul Briz            | - --do--                      |
| 21. Manuel Trampe        | - --do--                      |
| 22. Jose Mateo Sanchez   | - --do--                      |
| 23. Gregoria Maligia     | - --do--                      |
| 24. Herminigilda Lanche  | - --do--                      |
| 25. Elvira S. Caparas    | - Accounting Division         |
| 26. Jane Bautista        | - --do--                      |
| 27. Evangeline Limyoco   | - --do--                      |

- 28. Diña Nillosan - --do--
- 29. Marivic Hidalgo - --do--
- 30. Rogerine Andrada - OSEC/HEA
- 31. Melvin Seron - --do--
- 32. April Rose Mansueto - --do--
- 33. Dexter Tindoc - USEC MTSO

**B. RESOURCE PERSONS**

- 1. Asst. Secretary Raymond D. Mendoza
- 2. Dir. Adeluisa G. Siapno, Human Resource Development Service
- 3. Dir. Ramon M. Ezpeleta, Administrative Service
- 4. Dir. Rey B. Cadena, Civil Service Commission
- 5. Atty. Angelina Faral, Legal Service
- 6. Atty. Rosanne Turingan, Legal Service

**C. TRAINING STAFF**  
2 HRDS Staff

The attendance of the above mentioned personnel in the training shall be on official time.

All training expenses shall be chargeable against the HRDS Funds, subject to the usual accounting and auditing rules and regulations.

This Order takes effect on the dates specified.

  
**ROLANDO L. METIN**  
Undersecretary  
Management and Technical Services