



Republic of the Philippines  
Department of Environment and Natural Resources  
Regional Office IV-B - MIMAROPA  
1515 L&S Building 53  
Roxas Boulevard, Ermita, Manila

SEP 17 2003

**REGIONAL SPECIAL ORDER**  
**NO. 2003-758**

**SUBJECT : DESIGNATING/ASSIGNING CERTAIN PERSONNEL OF DENR REGION IV-MIMAROPA AS FULL TIME SUPPORT ADMINISTRATIVE AND FINANCE PERSONNEL OF EMB**

In the interest of the service and pursuant to Executive Order No. 103 dividing Region IV into Region IV-A and IV-B and consistent with the Memorandum of Secretary Elisea G. Gozun dated 3 January 2003 advising DENR Regional Executive Directors to provide necessary support services for the Regional Interim EMB Offices pending the approval of its staffing pattern, the following personnel of DENR Region IV-MIMAROPA are hereby assigned/designated as full time support administrative and finance personnel of EMB Region IV-MIMAROPA:

| <u>Name</u>          | <u>Position</u>      | <u>Designation</u>                             |
|----------------------|----------------------|--|
| ELIZABETH A. CHUA    | Planning Officer III | OIC-Chief, Administrative and Finance Division |
| TERESITA T. TOLOSA   | Accountant I         | Unit Head, Accounting                          |
| CRISTINA COME        | HRMO I               | Unit Head, Personnel                           |
| VIOLETA A. VELA      | Budget Aide          | Unit Head, Budget                              |
| MELECITA T. CAPULONG | Property Custodian   | Unit, Head Gen. Services                       |
| RUFINA V. COLUMNNA   | Sr. Clerk            | Unit Head, Cashier                             |

As such, they shall provide EMB Region IV – MIMAROPA with the needed support administrative and financial services.

They shall inform this Office in writing of their compliance of this Order.

This Order takes effect immediately and shall remain in force unless otherwise revoked.

  
**CLARENCE L. BAGUILAT**  
OIC, Regional Executive Director  
MIMAROPA Region

APPROVED:

  
**RENATO A. DE RUEDA**  
OIC, Office of the Secretary