



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

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DENR Special Order
No. 2003- 816

Subject: Designation of OIC-Section Chiefs in the Personnel Division, DENR-Proper

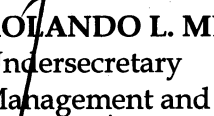
In the interest of the service and in line with the efforts of improving the delivery of basic personnel related services, the following personnel are hereby designated as OIC-Section Chiefs in the Personnel Division, with the respective major functions, as follows:

Name	Section	Functions
HRMO IV Ofelia B. Veloira	Welfare and Discipline	<ul style="list-style-type: none">• Supervises the computation and processing of retirement and terminal leave claims;• Preparation of Notice of Step Increment of OSEC personnel and key officials and regular employees;• Conceptualizes/prepares different incentives and awards for DENR officials and employees;• Acts as Secretariat of the Grievance Committee, PERC and Housing Projects and other Ad Hoc Committees• Reviews laws, rules, regulations, policies and precedents pertaining to employees' discipline; and• Performs other functions / tasks as may be assigned by the Chief, Personnel Division
HRMO III Priscila M. Molina	Recruitment & Placement	<ul style="list-style-type: none">• Assist the Div. Chief in administering personnel program on selection and placement, classification/upgrading;• Process/prepares appointments regular, casual, contractual, and key positions;• Evaluates/interviews applicants to vacant positions;• Acts as Secretariat to Selection Board;• Reviews/processes Contracts of Service from various foreign projects; and• Performs other function / task as may be assigned by the Chief, Personnel Division.

HRMO III Dolores R. Prudente	Leave and Salary	<ul style="list-style-type: none"> • Supervises the processing of payrolls/ vouchers for salaries, allowances and RATA, leave applications and Authority to Travel of officials and employees both in the Central office and other offices of DENR; • Preparation of Notice of Salary Adjustments including key officials; • Monitoring employees for habitual absenteeism and tardiness; and • Performs other function/task as may be assigned by the Chief, Personnel Division.
HRMO I Joseph A. Esperanza	Records and Statistics	<ul style="list-style-type: none"> • Supervises the maintenance of personnel data/information of officials/employees both in the Central office and various offices of DENR; • Updates manpower statistics DENR-wide; • Issues Service Records and Certificate of Employment; • Updates plantilla of positions DENR-wide, directory of key officials, vacancies, index cards of employees and other personnel related files; • Prepares updated alphabetical listings of employees; and performs other functions/tasks as may be assigned by the Chief, Personnel Division. • Performs other function/ task as may be assigned by the Chief, Personnel Division.

As such, the above personnel, in addition to the performance of their present duties and functions, shall pursue and introduce programs that would further improve the recruitment and evaluation process, salary and attendance administration, employees' benefits and discipline programs and the personnel data/information management system. Further, they shall closely coordinate with the Chief, Personnel Division in the implementation of development programs undertaken by the Division.

This Order shall take effect immediately and remains in effect unless revoked in writing.


ROLANDO L. METIN
 Undersecretary
 Management and Technical Services

