



Republic of the Philippines
Department of Environment and Natural Resources

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MAR 23 2004

SPECIAL ORDER
No. 2004- 208

**SUBJECT : CREATING AD HOC TEAMS TO UNDERTAKE
RECONCILIATION OF DOCUMENTS PERTINENT TO
GSIS CLAIMS AND BENEFITS**

In the interest of the service and to be able to promptly respond to and act upon employees' G SIS claims and related matters, the following teams are hereby created to update and reconcile DENR employee records with G SIS on membership premiums and loan repayments as requested by G SIS:

A. Accounting Team

Elvira S. Caparas – Chief
Evangeline Limyoco
Catherine Manalansan
Susan Mortos

Venus Berongoy
Alice Mallillin
Sally dela Cruz

Specific Tasks:

1. issue certificates of Remittances on Premiums (PS and GS) made and salary, policy and other loans
2. review G SIS Membership Service Profile on premiums made especial in 1997 when the new premium rates took effect

B. Personnel Team

Rolando R. Castro – Chief
Joseph Esperanza
Janet Mabborang
Crisanto Valdez, Jr.
Marisol Cortez

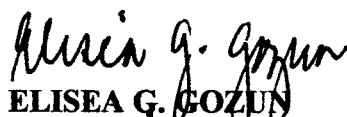
Remedios Mariñas
Nerissa Gavino
Evangeline Evangelista

Specific Tasks:

1. issue updated service records
2. maintain copy of G SIS policy of all employees in the DENR Central Office

The Teams shall submit a report on the progress of their assignments to the Undersecretary for Management and Technical Services through the Administrative Service Director.

This Order shall take effect immediately and shall remain in effect until the completion of the assigned tasks.


ELISEA G. GOZUN
Secretary