



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

MAY 18 2004

DENR SPECIAL ORDER

No. 2004- 357

SUBJECT : AUTHORIZING THE CREATION OF AN ORGANIZING COMMITTEE FOR THE PREPARATION OF THE DENR ANNIVERSARY CELEBRATION

In line with the DENR Anniversary celebration and to ensure a more organized preparation and implementation of activities, an Organizing Committee is hereby created to be composed of the following:

Chairperson - **USEC Rolando L. Metin - OUMTS**
Vice-Chairperson - **Asst. Dir. William T. Ragos, SCO**
Members - **Sub-Committee Overall Coordinators**

To support the Organizing Committee, the following Sub-Committee are hereby organize to plan and discuss details of activities, including procedures and/or mechanism for implementation, collaterals, design and others which may be dimmed necessary in the pre/ actual/post activities of said event:

Sub-Committee on Program/Invitations

The Sub-Committee shall plan, supervise and oversee the preparation and coordination of the program of activities. The Sub-committee shall be composed of the following:

Overall Coordinator - **Velma Lim-SCO**
Members - **Tirso P. Parian Jr.,-SCO**
- **Roberto E. Belen -SCO**
- **Magnolia Q. Danganan-SCO**
- **Rolando R. Castro-Personnel Div.**
- **Joseph R. Esperanza-Personnel Div.**
- **Fatima E. Millan-WRDP**

Sub-Committee on Events and Games

The Sub-Committee shall plan, organize, facilitate and oversee the implementation of contests, games, tiyangge and other activities approved by the Committee. The Sub-Committee shall be composed of the following:

Overall Coordinator - **Ernestina F. Jose-SCO**
Members - **Julita A. Mustapha -SCO**
- **Marcela H. Estorosos-SCO**
- **Melanie C. Rey-SCO**
- **Arnold A. Blaza-SCO**
- **Estela S. De Guzman- UFO**
- **Lourdes M. Bucay-DENR RIV-A**
- **Eleuterio P. Agbay-DENR-NCR**
- **Nicandro Carpio-NCR-EMB**
- **Chester O. Casil-CMMO**
- **Rolly G. Tapeç-FASPO**

Let's Go Green

Sub-Committee on Finance

The Sub-Committee shall be responsible for sourcing funds needed in the program, physical arrangement, games, prizes, food, raffles and other requirements which may be approved by the committee. The Sub-Committee shall be composed of the following:

- | | | |
|---------------------|---|------------------------------------|
| Overall Coordinator | - | Dir. Wilfredo J. Obien-FMS |
| Members | - | Angelito V. Fontanilla-Budget Div. |
| | - | Virginia R. Balobalo-Budget Div. |
| | - | Elvira S. Caparas-Accounting Div. |

Sub-Committee on Physical Arrangement

The Sub-Committee shall be responsible for the procurement of goods and engage services needed for the physical requirements of the Event and activities. Likewise, they shall be responsible for the preparation of the venue, lay-out, construction of stage and decoration and provide other services and materials which may be needed as identified by the committee. The Sub-Committee shall be composed of the following:

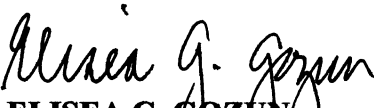
- | | | |
|---------------------|---|------------------------------|
| Overall Coordinator | - | Director Ramon M. Ezpeleta |
| Members | - | Jane J. Bautista-GSD |
| | - | Engr. Emmanuel S. David-GSD |
| | - | Engr. Jaime F. Jacobo-GSD |
| | - | Inocencio A. Castillo-PAWB |
| | - | Geraldino R. Enriquez-NRDC |
| | - | Engr. Danilo D. Punsalan-MGB |

Upon approval of this order, the Chairperson shall call for a meeting, to provide directions and instructions on the planning and preparation for the event and its activities. Said Sub-Committees are authorized to conduct meetings and secure assistance of other DENR Offices and personnel as need arises.

All Sub-Committee Coordinators are likewise expected to convene their respective Committee to plan and discuss details of their work assignments and report its proposals to the Organizing Committee for approval.

All expenses that shall be incurred as part of the preparation and actual implementation of related activities shall be charged against the DENR funds, subject to the usual accounting and auditing requirements.

This Order shall take effect immediately and will remain in force only until the duration of said occasion.


ELISEA G. GOZUN
Secretary