



■ Republic of the Philippines  
Department of Environment and Natural Resources

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AUG 8 2004

**SPECIAL ORDER**

No. 04- 648

**SUBJECT : DESIGNATING SOME DENR PERSONNEL AS  
PROPERTY CUSTODIAN OF THEIR RESPECTIVE  
OFFICES**

In the interest of the service and in order to ensure the proper use, accounting, and effective control of all DENR properties, the following personnel are hereby designated as Property Custodian of their respective offices:

<b>OFFICE</b>	<b>PROPERTY CUSTODIAN</b>
Office of the Secretary	ROSITA PINIANO
Head Executive Assistant	-do-
USEC for Field Operation	WAJIE MARANAN (Principal) SALVADOR JANA (Alternate)
USEC for Land management	CORAZON R. JARA
USEC for Mgt. & Tech'l. Service	CIELO R. BUAN
USEC for Planning & Policy	YOLANDA MOLINA
ASEC for Muslim Affairs	SIRAM PAGSIDAN
ASEC for FASPO	DIANA JEAN NOBLE
ASEC for Legislative Affairs Office	OLIVIA MARTINEZ
ASEC for Legal	LOREMILLA YUMANG/ NORMA DINEROS
DIRECTOR for Planning & Policy	EVANGELINE PILAC
Planning & Programming Division (PPD)	MARILYN REBADOMIA
Proj. Dev't. & Eval. Division (PDED)	MELINDA GORDO
Research and Statistic Division (RSD)	ERVY DELA CRUZ
Mgt. & Info. System Division (MISD)	LILIAN T. YBOA
Policy Studies Division (PSD)	MIGUEL BADION
FMS DIRECTOR	DIVINA CRISENCIO
Accounting Division	CRISENCIA GERALDE
Budget Division	ISADORA PONTILLAS
Management Division	NATIVIDAD TROPEO/HEIDI NATURAL
Administrative Service	JINGGY MEMORIE TOLEDO

<b>Personnel Division</b>	<b>JOSEPH ESPERANZA</b>
<b>Records Mgt. &amp; Doc. Division (RMDD)</b>	<b>LOURIE OLIVERIO</b>
<b>Project H.O.P.E.</b>	<b>JOEY SEMBRANO</b>
<b>Office of the Chief-GSD</b>	<b>AUDREY ROSETE</b>
<b>Procurement Section – GSD</b>	<b>GIANINA AGIR</b>
<b>Property Section – GSD</b>	<b>NOEL HO</b>
<b>BGMS – GSD</b>	<b>JAIME JACOBO</b>
<b>Motorpool Section – GSD</b>	<b>DIGNA CASES</b>
<b>Cashier Section – GSD</b>	<b>ALVIN LEGASPI</b>
<b>Radio Comm. Section – GSD</b>	<b>ESTRELLA FACELO</b>
<b>Telecom Unit – GSD</b>	<b>ESTER STO. DOMINGO</b>
<b>Medical &amp; Dental Unit</b>	<b>MA. TERESA MARING</b>
<b>DIRECTOR for PCMS-FASPO</b>	<b>FLORDELIZA TENAZAA</b>
<b>DIRECTOR for PDPS-FASPO</b>	<b>LUCTTA CANTONG</b>
<b>Proj. Coord. Division (PCD-FASPO)</b>	<b>LINDA YAP</b>
<b>Proj. Accounts Mgt. Div. (AMD-FASPO)</b>	<b>CECILLE INNOCENCIO</b>
<b>Special Proj. Division (SPD-FASPO)</b>	<b>GABRIEL CAPISTRANO</b>
<b>Proj. Prep. Division (PPD-FASPO)</b>	<b>ARTURO SAMANIEGO</b>
<b>Proj. Evaluation Division (PED-FASPO)</b>	<b>EVELYN FLORES/EDGAR MAGNO</b>
<b>MISG-FASPO</b>	<b>ALMA ESTRADA</b>
<b>Legal Service</b>	<b>ALBERTO MONDRAGON</b>
<b>Public Affairs Office</b>	<b>ROSITA DE GUZMAN</b>
<b>Research Division – PAO/Basement</b>	<b>GRACIA CAYNO</b>
<b>LIBRARY</b>	<b>MAGDALENA CONTARCIEGO</b>
<b>Special Concern Office</b>	<b>CESAR ALMONTE</b>
<b>Special Action &amp; Investigation Div.</b>	<b>ELSA FUENTES</b>
<b>LAND ADMIN. MGT PROJ.-1</b>	<b>RYAN NINO DELA CRUZ</b>
<b>LAND ADMIN. MGT. PROJ.-2</b>	<b>EFREN MADRIAGA</b>

<b>DIRECTOR for HRMS</b>	<b>JOAN RAYASO</b>
<b>Trainers Dev't. Division (TDD-HRMS)</b>	<b>HERBERT RACELIS</b>
<b>Career Mgt. Division (CMD-HRMS)</b>	<b>ORLAN JAVIER</b>
<b>Mgt. Dev't. Division (MDD-HRMS)</b>	<b>ROSA COPON</b>
<b>Nat'l Training Center - Carranglan</b>	<b>RIC ENRIQUEZ</b>
<b>DENR – COA</b>	<b>ANNABELLE BUMATAY</b>
<b>Office Of Res. Ombudsman</b>	<b>ABELARDO FAVILA</b>
<b>CARP</b>	<b>RENATO LIMJUCO/CORAZON JAVIER</b>
<b>NFDO</b>	<b>EMILIO QUITORIANO/ ARCHIE BUNGANDAGAT</b>
<b>MMAQISDP</b>	<b>TESS OLIVEN</b>
<b>NRMP-ECOGOV</b>	<b>DENNIS GUY SEGOVIA</b>
<b>ADMP</b>	<b>JACUELINE RAMOS</b>
<b>CMMO</b>	<b>CHRISTY GEMPES</b>
<b>Manila Bay Environmental Project</b>	<b>FLORA COLORADO</b>

As such, they shall perform the following functions:

1. Assist/Coordinate with the General Services Division all matters pertaining to supply and property;
2. Assist the Property Section in the conduct of annual property inventory;
3. Shall be primarily responsible in the accounting, monitoring, and safeguarding of government equipment, furniture, and fixture within their respective office; and
4. Report to the Property Section, GSD, movement, transfer, damages or losses of equipment, furniture, and fixture assigned to their respective office
5. Submit to GSD monthly report of supplies/materials consumptions

This Order shall take effect immediately and shall remain in force until revoked.

  
**ROLANDO L. METIN**  
 USEC for Mgt. & Technical Services