



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, Philippines

**SPECIAL ORDER**  
No. 2004 - 708

SUBJECT : **AUTHORIZING THE CONDUCT OF THE SECOND  
ROUND EMS GENERAL ENVIRONMENTAL  
AWARENESS FOR ALL PERSONNEL IN THE DENR  
CENTRAL OFFICE**

In line with the implementation of the Environmental Management System (EMS) Program in the DENR Central Office, the conduct of second round *EMS General Environmental Awareness* for DENR Central Office personnel and other concerned stakeholders on 08-15 October 2004 per attached schedule (Annex A) is hereby authorized.

This is part of our commitment to heighten environmental awareness and responsibility among DENR personnel and stakeholders as provided in the approved DENR EMS Environmental Policy. The Human Resource Development Service, with the EMS Working Group/Champions will take the lead in the conduct of the EMS General Environmental Awareness per attached schedule. The EMS Consultants shall assist them in the preparation and effective implementation of this activity.

The activity is expected to heighten awareness and consciousness of personnel on their roles and responsibilities regarding the DENR EMS Program and activities in the Department.

Heads of Offices concerned are instructed to support the implementation of this activity and shall ensure 100% participation of their personnel. Any proposed adjustment in the schedule of concerned Office/personnel other than what is provided should be coordinated with the HRDS.

Participation in this activity shall be on official time. All expenses that may be incurred in the conduct of the same will be charged against Swedish International Development and Cooperation Agency (SIDA) funds, subject to all applicable accounting and auditing rules and regulations.

This Order takes effect immediately.

  
**MICHAEL T. DEFENSOR**  
Secretary

**ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) GENERAL ENVIRONMENTAL AWARENESS  
08-15 October 2004**

**I. TEAM COMPOSITION**

<b>Composition</b>	<b>Team 1</b>	<b>Team 2</b>	<b>Team 3</b>	<b>Team 4</b>	<b>Team 5</b>
<b>Team Leaders*</b>	Al Orolfo	Cynthia Balascopo	William Ragos	Emelita Aguinaldo	Galo Martinez
<b>Members</b>	Wilfredo Saraos Jane Bautista Helen Jimenez Evelyn Rasco Mariclaire Miguel Guillermo Estipona, Jr. Alex Caayao Marie Bonco Analyn Romulo	Rommel Reyes Corazon Checa Dorica Hipe Julie Ibulan Emmanuel David Nenita Zabala Dexter Tindoc Gilbert Aquino Leonita Sibunga Sonia Escasura	Miriam Marcelo Emmanuel Miraflores Nelia Villanueva Corazon Camat Juanita Nacino Manuel Trampe Jaime Jacobo Juana Bulseco Jet Abrera Cecilia Salandanan	Gilbert Mondroy Jocelyn Lobrino Fredesvinda Casuncad Natividad Trofeo Concepcion Tagros Abigail Garrido Julita Mustapha Princess Maam Tejano Benjie Gaerlan Rosa Copon	Lilia Raflores Celso Bautista Emmanuel Pilar Dolores Prudente Marivic Hidalgo Zenaida Muñoz Donna Villas Faye Oliveros Luisito Estacio Archiebald Aunzo

\* Team Leaders shall lead in organizing the members in the conduct of the EMS General Awareness in their respective schedule. The same Teams shall handle the next wave of EMS General Awareness activities

EMS Consultants : **Engr. Rommel Peneyra**  
**Engr. Isagani Potes**

## II. SCHEDULE

<i>Date/Time</i>	<i>Participants</i>	<i>Responsible Team</i>	<i>Venue</i>
<b>8 Oct. 2004, Friday</b> 9:00 am – 11:00 am         2:00 pm – 4:00 pm	<i>Group 1</i> <ul style="list-style-type: none"> <li>• Accounting Division</li> <li>• Office of the Director, Financial Management Service</li> </ul>	<i>Team 2</i>	Accounting Division
	<i>Group 2</i> <ul style="list-style-type: none"> <li>• Records Management and Documentation Division</li> <li>• ERDB Extension Office</li> <li>• DENREU</li> </ul>	<i>Team 5</i>	RMDD (basement)
	<i>Group 3</i> <ul style="list-style-type: none"> <li>• Management Information Systems Division</li> <li>• Coastal and Marine Management Office</li> <li>• DENR/NRDC Canteen</li> <li>• DENR Hostel</li> </ul>	<i>Team 3</i>	DENR Function Room (beside the Canteen)
	<i>Group 4</i> <ul style="list-style-type: none"> <li>• General Services Division</li> </ul>	<i>Team 4</i>	GSD (basement)

<i>Schedule</i>	<i>Participants</i>	<i>Responsible Team</i>	<i>Venue</i>
<b>9 Oct. 2004, Saturday</b> 9:30 am - 11:30 am  1:30 pm - 3:30 pm	<i>Group 1</i> <ul style="list-style-type: none"> <li>• Lockheed Security Guards (1<sup>st</sup> batch)</li> <li>• Centro Tech Janitors (1<sup>st</sup> batch)</li> </ul> <i>Group 2</i> <ul style="list-style-type: none"> <li>• Lockheed Security Guards (2<sup>nd</sup> batch)</li> <li>• Centro Tech Janitors (2<sup>nd</sup> batch)</li> </ul>	Team 1  - do -	DENR Lobby  - do -
<b>11 Oct. 2004, Monday</b> 9:00 am - 11:00 am  2:00 pm - 4:00 pm	<i>Group 1</i> <ul style="list-style-type: none"> <li>• Management Division</li> <li>• Commission on Audit</li> </ul> <i>Group 2</i> <ul style="list-style-type: none"> <li>• Budget Division</li> </ul> <i>Group 3</i> <ul style="list-style-type: none"> <li>• Public Affairs Office</li> <li>• DENR Centralized Library</li> <li>• Cashier Section</li> <li>• RMDD-PACE</li> </ul> <i>Group 4</i> <ul style="list-style-type: none"> <li>• Personnel Division</li> <li>• Office of the Dir. Admin Service</li> <li>• Radio Communication Unit</li> <li>• Telecommunication Unit</li> <li>• Office of the Usec for Management and Technical Services</li> </ul>	Team 2  Team 3  Team 4  Team 5	COA  Budget Division  DENR Lobby  Management Conference Room (ground floor)

<i>Schedule</i>	<i>Participants</i>	<i>Responsible Team</i>	<i>Venue</i>
<b>12 Oct. 2004, Tuesday</b> 9:00 am- 11:00 am         2:00 pm – 4:00 pm	<i>Group 1</i> <ul style="list-style-type: none"> <li>• Office of the Secretary (1<sup>st</sup> batch)</li> <li>• Office of Head Executive Assistant Staff (1<sup>st</sup> batch)</li> <li>• Office of the Usec for Land Management</li> <li>• Office of the Usec for Policy and Planning</li> <li>• <u>DENR@Your Service</u></li> </ul>	<i>Team 1</i>	OSEC Conference Room
	<i>Group 2</i> <ul style="list-style-type: none"> <li>• Office of the ASEC for Muslim Affairs</li> <li>• Office of the ASEC for Legal Affairs</li> <li>• Land Administration and Management Program (1<sup>st</sup> batch)</li> </ul>	<i>Team 2</i>	Common lobby of the Office of the USEC and ASECs concerned
	<i>Group 3</i> <ul style="list-style-type: none"> <li>• Office of the Secretary (2<sup>nd</sup> batch)</li> <li>• Office of the Head Executive Assistant (2<sup>nd</sup> batch)</li> <li>• LAMP (2<sup>nd</sup> batch)</li> </ul>	<i>Team 4</i>	OSEC Conference Room
	<i>Group 4</i> <ul style="list-style-type: none"> <li>• Special Concerns Office</li> </ul>	<i>Team 3</i>	SCO

<i>Schedule</i>	<i>Participants</i>	<i>Responsible Team</i>	<i>Venue</i>
<b>13 Oct. 2004, Wednesday</b> 9:00 am - 11:00 am        2:00 pm - 4:00 pm	<i>Group 1</i> <ul style="list-style-type: none"> <li>• Office of the Usec for Environment and Forestry</li> <li>• Office of the Usec/Asec for Field Operations</li> </ul>	<i>Team 5</i>	Field Operations Office
	<i>Group 2</i> <ul style="list-style-type: none"> <li>• Office of the Dir. Policy &amp; Planning Service</li> <li>• All Divisions of Policy &amp; Planning Service</li> </ul>	<i>Team 1</i>	Planning & Policy common lobby (3 <sup>rd</sup> floor)
	<i>Group 3</i> <ul style="list-style-type: none"> <li>• Office of the Asec for General Legal Services</li> <li>• Staff of the Office of the Director Legal Service and all its Divisions</li> </ul>	<i>Team 2</i>	common lobby at the legal services office (3 <sup>rd</sup> floor)
	<i>Group 4</i> <ul style="list-style-type: none"> <li>• Foreign Assisted and Special Projects Office, including all Project Offices w/in FASPO Bldg.</li> </ul>	<i>Team 3</i>	FASPO common lobby

<i>Schedule</i>	<i>Participants</i>	<i>Responsible Team</i>	<i>Venue</i>
<b>14 Oct. 2004, Thursday</b> 9:00 am- 11:00 am        2:00 pm – 4:00 pm	<i>Group 1</i> <ul style="list-style-type: none"> <li>• Human Resource Development Service</li> </ul>	<i>Team 5</i>	HRDS
	<i>Group 2</i> <ul style="list-style-type: none"> <li>• Medical and Dental Unit</li> <li>• Office of the Ombudsman</li> <li>• CSC Field Office</li> <li>• Project HOPE</li> <li>• NRMP/ECOGOV</li> <li>• CARP</li> </ul>	<i>Team 1</i>	Common lobby at the NRMP/ ECOGOV/ CARP's Office (Annex Bldg.)
	<i>Group 3</i> <ul style="list-style-type: none"> <li>• PEMSEA</li> </ul>	<i>Team 4</i>	PEMSEA
	<i>Group 4</i> Other Stakeholders <ul style="list-style-type: none"> <li>• DENR C.O. Suppliers/Contractors</li> <li>• Media/Press groups</li> <li>• Bids and Awards Committee (BAC)/Secretariat</li> <li>• DENR Pilots, including crew/mechanics</li> </ul>	<i>Team 2</i>	Metro Air Quality Training Center/PAWB Visitor's Center
<b>15 Oct. 2004, Friday</b> 2:00 pm – 4:00 pm	<i>Group 1</i> DENR Day Care Center	<i>Team 3</i>	DENR Day Care Center (Annex Bldg.)