



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DENR Special Order
No. 2004- 768

**SUBJECT: AUTHORIZING THE CONDUCT OF THE TWO
BATCHES OF TRAINING ON EFFECTIVE
RECORDS MANAGEMENT FOR DENR CENTRAL
OFFICE' RECORDS OFFICERS.**

In support to the training awareness and competence procedures of the Environmental Management Systems (EMS), the conduct of the above training and the participation of the following Central Office Records Officers are hereby authorized. Said training will be held at the DENR Function Room, DENR Compound on 28 and 29 October 2004.

FIRST BATCH – 28 October 2004 (8:00 A.M.– 5:00 P.M.)

Participant	Place of Assignment
1. Cresencia Olivar	Records Mgt. & Doc. Div.
2. Amado Cruz	-do-
3. Corazon Camat	-do-
4. Jocelyn de Loyola	-do-
5. Nora Serangeli	-do-
6. Wilnora Taleon	Office of USEC for Land Mgt.
7. Homer Bartolo	CARP-NCO
8. Maryann Asuncion	-do-
9. Lea Gloria A. dela Cruz	Office of the OIC-ASEC for Legal Affairs
10. Myrna C. Balatayo	-do-
11. Leni A. Garcia	-do-
12. Marietta A. Mirador	PDD, Legal Service
13. Darlene F. Berofia	LELD, Legal Service
14. Herminigilda Bumatay	RLOD, Legal Service
15. Ofelia A. Villamor	ILD, Legal Service
16. Dolores Reyes	Special Concerns Office
17. Ester Pimentel	-do-
18. Wilfredo Bayawa	MOWEL- HRDS

19. Marietta Paglinawan	-do-
20. Jesusa Vitin	-do-
21. Lilia R.L. Buison	Coastal and Marine Mgt. Div.
22. Christy B. Gempes	-do-
23. Raul D. Abia	-do-
24. Florida O. Fajardo	OD, Administrative Service
25. Celestino Santos	Accounting Division
26. Noran C. Ortega	ASEC for Muslim Affairs Office
27. Engr. Vivian D. Atar	-do-

SECOND BATCH – 29 October 2004 (8:00 A.M. - 5:00 P.M.)

1. Felix Calungcagin	Accounting Division
2. Barbara B. Villarba	Management Division
3. Myrna Tadena	-do-
4. Estela de Guzman	-do-
5. Fely San Pablo	Office of the HEA
6. Ellaine DG. Esguerra	ECOGOV
7. Lenie Castillo	-do-
8. Flordeliza Tanazas	PMCS - FASPO
9. Joselito Castillo	PAMD - FASPO
10. Evelyn Flores	PED - FASPO
11. Nelia Quesada	PPD - FASPO
12. Lemina Pascual	SPD - FASPO
13. Erlinda Ayap	PCD - FASPO
14. Lucita Cantong	PDPS - FASPO
15. Alma Estrada	MISG - FASPO
16. Marivic B. Cortes	
17. Luisito Estacio	MDD -HRDS
18. Milwyda Oller	TDD - HRDS
19. Jean Allado	-do-
20. Estela Aguilles	CMD-HRDS
21. Joanna Rayoso	OD-HRDS
22. Yolanda Tatang	Special Concerns Office
23. Marilou S. Mendoza	MOWEL - HRDS
24. Annalyn Romulo	MDD - HRDS
25. Jean Madi	CMD - HRDS
26. Olivia Martinez	Legal Service
27. Norma Dineros	-do-
28. Nereda L. Laureano	Forestry Sector Project

Resource Person/s:

Mr. Galo Martinez
Chief, DENR-RMDD

Facilitators

Ms. Fredesvinda G. Casuncad
Ms. Sonia C. Escasura

Documentor:

Gilbert A. Aquino

The training expenses in the amount of Sixteen Thousand Pesos (PhP 16,000.), shall be borne by the Swedish International Development Agency (SIDA)

A training implementation report on this undertaking shall be prepared to be submitted to the EMR-EMS for information, reference and evaluation purposes.

This Order takes effect on the dates herein specified.


MICHAEL T. DEFENSOR
Secretary