



Republic of the Philippines
Department of Environment and Natural Resources

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SPECIAL ORDER
No. 2020 - 419,

OCT 13 2020

**SUBJECT : AUTHORIZING THE CONDUCT OF ORIENTATION-
WORKSHOP ON THE PROPER USE OF ENHANCED
DOCUMENT ACTION TRACKING SYSTEM (EDATS) IN THE
REGIONAL OFFICES AND BUREAUS**

In the interest of the service and in order to implement the Enhanced Document Action Tracking System in the Regional Offices and Bureaus, the conduct of the abovementioned orientation-workshop via Google Meet Application is hereby authorized as follows.

CLUSTER	OFFICES	DATE
I	NCR, CAR, 2, 8	October 13, 2020
II	3, 4A, 4B, 5	October 15, 2020
III	6, 7, 9, 1	October 20, 2020
IV	10, 11, 12, 13	October 22, 2020
V	LMB, BMB, ERDB	October 27, 2020
VI	EMB, MGB, FMB	October 29, 2020

PARTICIPANTS

The orientation-workshop shall be attended by the following participants:

REGIONAL OFFICES

Cluster I – October 13, 2020

NCR

1. Leah C. Orcilla – ICT Focal Person
2. Rommuel Sam B. Mamuric - Alternate
3. Myra M. Elot – Records Officer
4. Janelli E. Cabrillas - Alternate

CAR

1. Cirilo M. Gali – ICT Focal Person
2. Cedric E. Accos - Alternate
3. Jonathan G. Pacheco – Records Officer
4. Roldan E. Caroy - Alternate

R-2

1. Helen P. Catojos - ICT Focal Person
2. Aldwin Jay B. Cuntapay – Alternate
3. Jacinta Q. Maramag - Records Officer
4. Elchie V. Maguigad – Alternate

R-8

1. Naomi C. Ansale - ICT Focal Person
2. Benjamin A. Calub - Alternate
3. Ma. Sheila Cui Sumpo - Records Officer
4. Pablito Arago - Alternate

Cluster II – October 15, 2020

R-3

1. Karl Kevin Tallorin – ICT Focal Person
2. Janet S. Mas - Alternate
3. Ma. Socorro Rivera – Records Officer
4. Cindy S. Mejia - Alternate

R-4A

1. Dennis Guy M. Segovia - ICT Focal
2. Kayeleene Princess B. Dalisay - Alternate
3. Guia V. Castaños - Records Officer
4. Dick Jones G. Macusi - Alternate

R-4B

1. Jioliza Cabrera - ICT Focal Person
2. Jermar De Belen - Alternate
3. Michelle B. Tuyan - Records Officer
4. Rosemarie F. Rodriguez - Alternate

R-5

1. Rene L. Manzanades - ICT Focal Person
2. Jonald Ray Pua - Alternate
3. Francea Bacea - Records Officer
4. Concepcion Moral - Alternate

Cluster III – October 20, 2020

R-6

1. Jade J. Valla – ICT Focal Person
2. Israel Demetita - Alternate
3. Pinky C. Penafiel – Records Officer
4. Beverly A. Collado - Alternate

R-9

1. Cyrus B. Bayawa - ICT Focal Person
2. Francis Ian P. Dancel – Alternate
3. Norisa O. Bertoldo - Records Officer
4. Edna P. Fernandez – Alternate

Cluster IV – October 22, 2020

R-10

1. Ma. Lapertina S. Madridano - ICT Focal
2. Mariche F. Rebuta
3. Maria Theresa A. Migallon - RO
4. Swietenia A. Bacus - Alternate

R-12

1. Eric A. Cagaanan - ICT Focal Person
2. Jethro A. Quiñones - Alternate
3. Benjie A. Palmares-Legayada - RO
4. Hannah Jade S. Maluto - Alternate

BUREAUS

Cluster V – October 27, 2020

LMB

1. Marco P. Matias - ICT Focal Person
2. Lovely Grace P. Ibus - Alternate
3. Gerald C. Soriano - Records Officer
4. Jonel L. Custodio - Alternate

ERDB

1. Aldrin Q. De Roxas - ICT Focal Person
2. Alvin F. Olvida - Alternate
3. Benjamin E. Beltran - Records Officer
4. Angelita R. Lawas - Alternate

Cluster VI – October 29, 2020

MGB

1. Reynaldo P. Fallesgon - ICT Focal
2. Julius R. Broñoso - Alternate
3. Elvie C. Antenor - Records Officer
4. Lilian Cañedo - Alternate

FMB

1. Paul Brian P. Lachica - ICT Focal Person
2. Arsenio R. Alonzo - Alternate
3. Denis R. Dadis – Records Officer
4. Michael Rabano - Alternate

R-7

1. Dennis T. Cuizon Jr. - ICT Focal Person
2. Elmar B. Agustin - Alternate
3. Inocencia M. Casia - Records Officer
4. Linded Michael Ray A. Cairo - Alternate

R-1

1. Bernard B. Quiros – ICT Focal Person
2. Edwin M. Dilim - Alternate
3. Imelda F. Galvez – Records Officer
4. Rose Ann Q. Cariño – Alternate

R-11

1. Peachy P. Enano - ICT Focal Person
2. Lito Junior M. Lepardo - Alternate
3. Edmundo C. Baba - Records Officer
4. Jo-Ann M. Borromeo - Alternate

R-13

1. Gerard M. Lopez - ICT Focal Person
2. Eugreg E. Baptisma - Alternate
3. Ma. Lourdes B. Go - Records Officer
4. Cecile T. Espenido - Alternate

BMB

1. Darwin R. Tejerero - ICT Focal Person
2. Ma. Sarah Jane C. Tagtag - Alternate
3. Melissa S. Urbano - Records Officer
4. Jessica S. Esmael - Alternate

EMB

1. Lexter L. Maymay – ICT Focal Person
2. Luis P. Ortega - Alternate
3. Nelly P. Barizo – Records Officer
4. Russel Guillan L. Lingating - Alternate

RESOURCE PERSONS

1. Asst. Secretary Nonita S. Caguioa - Assistant Secretary for Finance, Information Systems, and Mining Concerns
2. Asst. Secretary Ruth M. Tawantawan - OIC-Assistant Secretary for Administration And Human Resources
3. Dir. Maria Elena A. Morillos Manila - Director, Knowledge and Information Systems Service
4. Dir. Rolando R. Castro - Director, Administrative Service
5. Mr. Roberto L. De Leon - Chief, Information Systems Division
6. Ms. Jane G. Bautista - Chief, Records Management Division
7. Mr. Antonio S. Bautista, Jr. - Information Systems Division
8. Ms. Elizabeth S. Arcinas - Information Systems Division
9. Mr. Nasser Lawrence B. Lominog - Information Systems Division
10. Mr. Archimedes John P. Madrid - Information Systems Division
11. Ms. Maribel D. Garcia - Records Management Division

SECRETARIAT

1. Felino Don Pedro L. Austria - Information Systems Division
2. Maria Angelica A. Yumol - Information Systems Division
3. Brian Jayson S. Racelis - Information Systems Division
4. Edna A. Asuncion - Records Management Division
5. Kishia Mae F. Ibabao - Records Management Division
6. Vann S. Llamera - Records Management Division
7. Representative - Training and Development Division

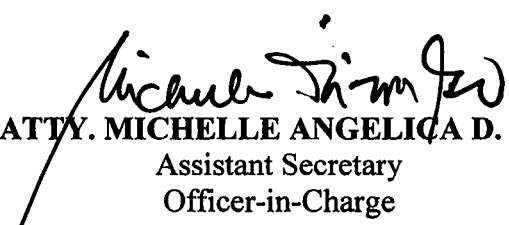
Participants shall cascade the activity and assist in the implementation of EDATS in their respective offices based on the action plan developed during the workshop and approved by their respective heads of office.

All expenses to be incurred in relation to this activity shall be charged against DENR funds, while expenses of participants from their official stations shall be charged against their respective office funds subject to usual accounting and auditing rules and regulations.

A report on the said activity shall be submitted to the undersigned fifteen (15) days after the conduct of the last workshop.

The OIC-Assistant Secretary for Administration and Human Resources is hereby authorized to amend and reschedule all the aforementioned activities in case of unavailability of the resource person/s, or conflict of schedule with other activities of the Department.

This Order shall take effect on the dates specified herein.


ATTY. MICHELLE ANGELICA D. GO
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs

