



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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**MAR 23 2021**

**SPECIAL ORDER**  
No. 2021- 142

**SUBJECT: AMENDMENT TO SPECIAL ORDER NO. 2019-499, CREATION OF THE BUDGET AND TREASURY MANAGEMENT SYSTEM (BTMS) PROJECT IMPLEMENTATION AND SUPPORT TEAMS**

To facilitate the Department's implementation of the Budget and Treasury Management System (BTMS) pursuant to DBM Circular No. 2019-94 dated January 14, 2019, the DENR hereby amends the Committee and Members of the Project Implementation Team and the duties and responsibilities cited in Special Order No. 2019-499 as follows:

**PROJECT IMPLEMENTATION TEAM:**

**I. Project Lead / Steering Committee**

**Team Leader:** Assistant Secretary for Finance, Information Systems and Mining Concerns

**Members:** Director, Financial and Management Service  
Director, Administrative Service  
Director, Knowledge and Information Systems Service

Duties and responsibilities:

1. Overall accountability for the BTMS Project and the realization of the expected benefits for the business.
2. Highest level of decision-making on BTMS project priorities and issue resolution.
3. Project Governance within the Agency
  - Management of critical decision points
  - Facilitation of Steering Committee meeting for internal issues that requires decision
4. Communication Management
  - Ensuring external and internal activities are "on message"
  - Co-ordination of project communication effort from DBM BTMS PMO
5. Stakeholder Management
  - Engagement of DENR stakeholders for project commitment, support and buy-in
6. Planning and Milestone Management
  - Review work stream plans, exit criteria, overall timeline and inter-dependencies
  - Monitor project progress, track key work products against plan
7. Status Reporting

- Facilitate regular project status updates to both senior management and BTMS Project Management committee
  - Align reporting status to dependencies, exit criteria and plan
8. Risk, Issue and Dependency Management
    - Identify and confirm key risk factors and issues
    - Strong proactive risk management
    - Drive the resolution of conflicts
  9. Project change control management
    - Monitor project scope against requirements
    - Facilitate change control process and escalation for DENR and BTMS Project Management committee decision

## II. Functional Team

**Team Leader:** Diña M. Nillosan - Chief, Accounting Division

**Co-Team Leaders:** Gilbert C. Mondroy - Chief, Property and Supply Mgt. Division  
 Maybell N. Mangubos - Chief, Budget Division

**Members:** Antonio S. Bautista Jr. – OIC Chief, Information Systems Division  
 Dolores P. Tuason - Supervising Administrative Officer, Personnel Division

Christina F. Zabala – Chief, FAPS Budget Section

Andrea B. Prieto – Chief, Regular Program Section

Elvira F. Samillano – Chief, Line Bureaus, Attached Agencies and Personnel Benefits

Lilia P. Saroca – Chief, Consolidation and Compliance Section

Elizabeth L. Arcinas – ISA III, KISS-ISD

Zenaida V. Gutierrez - Chief, Property Section

Evangeline F. Limyoco - Chief, Disbursement Accounting Section

Francis Jan V. Castro – OIC Chief, Property Accounting Section

Ronald B. Nilo – Chief, Bookkeeping Accounting Section

Carolina A. Lopez - Chief, Cashier Section

**Focal Persons:** Elise Roxanne O. Brozas – Accountant II  
 Joan A. Furigay – Accountant II

### Duties and responsibilities:

1. Work together with DBM BTMS functional/business team on all functional issues and requirements for BTMS
2. Ensure agency functional requirement satisfaction
3. Support the data validation during reconciliation activities
4. Carry out level 2 support (functional) into DBM BTMS helpdesk
5. Support the change management team in trouble shooting
6. Work together with the power users pool
7. Assess if the data is valid and correctly encoded in the system both for catch-up and security access matrix (SAM).

### **III. Data Management and Security Team:**

**Team Leader:** Elizar S. Cantuba – Chief, Network Infrastructure Management Division

**Co-Team Leader:** Antonio S. Bautista Jr. – OIC Chief, Information Systems Division

**Members:** Eugene C. De Guzman – ISA III  
Ma. Angelica Y. Cezar – Administrative Assistant III  
Nizethel A. Matias – Computer Programmer II  
Lamberto S. Ramos – Administrative Assistant III  
Francis Jan V. Castro – OIC Chief, Property Accounting Section  
Nathaniel B. Franco – Administrative Officer II  
Mark Allan R. Francisco – ISA II

Duties and responsibilities:

1. Define and manage data and Security Access Matrix (SAM) definition within the department.
2. Manage the security tokens for agency users in coordination with the BTMS Team;
3. Coordinate with DBM BTMS PMO on project changes with impact to the system
4. Manage ring-fencing and integration of BTMS into DENR IT infrastructure landscape
5. Manage and acceptance on integration of interface functionalities between BTMS and DENR

### **IV. Power Users**

**Team Leader:** Marivic B. Hidalgo – OIC, Assistant Accounting Division Chief

**Co-Team Leaders:** Christina F. Zabala – Chief, FAPS Budget Section

Andrea B. Prieto – Chief, Regular Program Section

Vilma Luisa R. Ferrer – Administrative Officer V, PSMD

Evangeline F. Limyoco - Chief, Disbursement Accounting Section

### **Property and Supply Management Division:**

Anna Genalin D. Papina – Chief, Supply Management Section  
Dianne G. Ibias – OIC, Chief Procurement Mgt. Section  
Digna S. Cases - Administrative Officer IV  
Jessa B. Montes - Administrative Officer IV  
Ma. Berma S. Cabrera – Administrative Officer IV  
Ann Joanna B. Villarama – Administrative Officer I  
Lamberto S. Ramos – Administrative Assistant III  
Mark Joseph D. Antonio - Administrative Assistant II  
Gianina P. Agir – Administrative Assistant II  
Jeffrey C. Gonzales – Administrative Aide VI  
Jefferdick Y. Benito – Administrative Aide V

**Budget Division:**

Alicia D. Torio – Chief, Support Service Section  
Concepcion C. Cunanan – Administrative Officer IV  
Nathaniel B. Franco – Administrative Officer IV  
Emily N. Castillo – Administrative Officer IV  
Mary Giselle C. Valdez – Administrative Officer IV  
Frederick C. Yango – Administrative Officer IV  
Amilyn S. Dantes – Administrative Officer IV  
Priscilla T. Alconis - Administrative Officer IV  
Mary Claire D. Bernabe – Administrative Officer II  
Jethro M. Tuason - Administrative Officer II  
Tricia Beatrice Pelayo – Administrative Officer II  
Emerson P. Gorospe - Administrative Officer II

**Accounting Division:**

Leodina A. Laddaran – Chief, Revenue Accounting and Compliance Section  
Ronald B. Nilo – Chief, Bookkeeping Accounting Section  
Francis Jan V. Castro – OIC Chief Property Accounting Section  
Coney S. Teston – Accountant II  
Gloria M. Nimo – Accountant II  
Joan A. Furigay – Accountant II  
Ira Chris T. Savella– Accountant II  
Maribelle Grace C. Garcia – Accountant II  
Katrina Rose M. Agulto-Accountant II  
Elise Roxanne O. Brozas – Accountant II  
Wilma P. Villanueva – Administrative Assistant III

**Cashier:**

Jocelyn Mary Frances T. Molina – Administrative Officer I  
Flora T. Tangco - Administrative Officer I  
Oliva F. Bersalona – Administrative Aide VI

The Power Users shall perform the following:

1. Utilize the system
2. Supports BTMS initiatives by complying with the work program and escalating issues identified during the utilization of the system
3. Conduct subsequent user training to DENR on the implementation of the roll-out of BTMS across regions and implementing units
4. Provide support and assistance to DENR on the implementation roll-out of BTMS
5. Provide support and assistance to all BTMS users in DENR on an ongoing basis
6. Ensure that the policies and procedures on the utilization of the BTMS are applied consistently through DENR.
7. Support internal change management, capacity building and communication
8. Participate in workshops and end-user training

9. Serves as first level of escalation for system issues and mediates between end-users and central BTMS helpdesk
10. Actively works with the DBM BTMS PMO to achieve the overall objectives and execute the agreed project plan
11. Responsibility for quality assurance through the development of the standards, compliance policy procedure

**V. Project Coordinator/Secretariat:**

**Head:** Evelyn G. Nillosan - Chief, Management Division

**Members:** Alicia D. Torio – Chief, Support Service Section  
Elvira C. Bobis – Administrative Officer V  
Caroline B. Mahusay – Administrative Officer IV  
Lea Marie S. Fajardo - Administrative Officer II  
Ann Joanna B. Villarama – Administrative Officer I  
Elise Roxanne O. Brozas – Accountant II

**Duties and responsibilities:**

1. Manage end-to-end documentation, operating manuals, procedures and policy
2. Ensure that any changes to the said documentation are tracked and monitored

The above mentioned personnel shall meet regularly with the designated representatives from the Department of Budget and Management in line with the implementation of BTMS.

Expenses to be incurred in relation with this order shall be charged against DENR Funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.

**ATTY. ERNESTO D. ADOBO JR. , CESO I,**  
Undersecretary for Legal, Administration,  
Human Resources and Legislative Affairs

