



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

APR 28 2021

SPECIAL ORDER
No. 2021- 212

SUBJECT: REASSIGNMENT/ DESIGNATION OF DEVELOPMENT MANAGEMENT OFFICER (DMO) V ROMUALDO D. AGUILOS, CHIEF, MINERAL ECONOMICS, INFORMATION AND PUBLICATION DIVISION, (MEIPD) AS HEAD EXECUTIVE ASSISTANT (HEA) IN THE OFFICE OF THE MGB DIRECTOR

In the interest of the service, DMO V Romualdo D. Aguilos is hereby reassigned/designated as Head Executive Assistant in the Office of the MGB Director, MGB Central Office.

As such, he shall perform the following duties and responsibilities:

1. Manages the day-to-day administrative operation, activities and information flow, including the over-all supervision of its personnel;
2. Evaluates and reviews all documents prior to approval/signature of the Director;
3. Oversees the international and local linkages;
4. Manages and coordinates the conduct of meetings of the Director and Assistant Director;
5. Provides technical assistance and advice to the management in the supervision and control of all divisions and other units in the MGB Central Office and Regional Offices; and
6. Acts as point contact among officials, employees, clients and other external partners.

He shall be entitled to claim Representation and Transportation Allowance (RATA) and all other emoluments, subject to existing accounting and auditing rules and regulations. He shall clear himself of all work, property and financial accountabilities in his present assignment before assumption to duty as HEA. He shall inform the undersigned in writing, through the Human Resource Development Service, of his compliance with this Order for record purposes.

This Order shall take effect immediately.


ROY A. CIMATU
Secretary

