



Republic of the Philippines
Department of Environment and Natural Resources
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SEP 09 2021

SPECIAL ORDER

No. 2021- 470

SUBJECT: DESIGNATING SOME DENR PERSONNEL AS PROPERTY CUSTODIAN OF THEIR RESPECTIVE OFFICES

In the interest of the service and in order to facilitate the conduct of inventory of all DENR properties in the Central Office, the following employees are hereby designated as Property Custodian:

NAME OF DESIGNATED PROPERTY CUSTODIAN PER OFFICE	
PRINCIPAL/ALTERNATE	OFFICE
Jane Tagal	Office of the Secretary
Jocelyn Lobrino	Office of the Head Executive Assistant
Wajie Francisco	Office of the Chief of Staff /USEC for Attached Agencies
Elsa Fuentes/ Aprilyn Magahis	Office of the USEC for Legal, Administration, Human Resources and Legislative Affairs
Jacqueline Matugas	Office of the USEC for Finance, Information Systems and Climate Change
Luzviminda Jarne/ Rowena Gersalia	Office of the USEC for Policy, Planning and International Affairs
Anthony Soria	Office of the USEC for Solid Waste Management and Local Govt. Units Concerns
Fe Rosalie Bation	Office of the USEC for Mining and Muslim Affairs
Ellaine delos Reyes	Office of the USEC for Enforcement
Monaliza Omictin	Office of the USEC for Special Concerns
Carl Anthony Del Rosario	USEC for the Indigenous Peoples Affairs and Mindanao Environmental Priority Projects
Joselito Eala	Office of the USEC for Field Operations and Environment
Merlinda Manila	Office of the ASEC for Enforcement
Ma. Josefina Lynn Torio	Office of the ASEC for Policy, Planning and Foreign Assisted and Special Projects
Eva Jane Ligaya/ Arnie Zaragosa	Office of the ASEC for Legal
Allan Kliene Ligaya	Office of the ASEC for Finance, Information Systems and Mining Concerns
Joseph Luke Crisostomo	Office of the ASEC for Field Operations Luzon
Ethel de Guzman/ Jordan Mendoza	Office of the ASEC for Field Operations Visayas
Angelica Tugade	Office of the ASEC for Field Operations Mindanao and Legislative Affairs
Yolanda Himantog	Office of the ASEC Administration and Human Resources

Joy Rodriguez	Office of the Director, Administrative Service
Engr. Vilma Luisa Ferrer/ Jefferdick Benito	Property and Supply Management Division
Maribel Garcia	Records Management Division
Rico Manalo	General Services Division (GSD)
Jonathan Santiago	Cashier, GSD
Lenirita Cunanan	Telecom, GSD
Melinda Jarabe	Hostel
Dr. Palma Gundran/Dr. Shirley Latoja	Medical & Dental Clinic
Inghrid Busa	Office of the Director, Human Resource Development Service
Reneboy Guerrero	Personnel Division
Luisito Estacio	Training and Development Division
Jeannette Sobremisana	Career Development Division
Jenna Marielle Liwag	Office of the Director, Internal Audit Service
Emmylou Puerta	Operations Audit Division
Aileen Navarro	Management Audit Division
Marilyn Rebadomia	Office of the Director, Financial and Management Service
Marika Joy Antonio	Budget Division
Francis Jan Castro/ Anne Rhea Villarama	Accounting Division
Honey Mae Parungao	Management Division
Ma. Vannesa Bal	Office of the Director, Strategic Communication and Initiatives Service
Metodio Estrada	Development Communication Division
Marie Claire Miguel	Public Information Division
Maylene Ibardolosa	Library
Ma. Leonelyn Karol Tabares	Strategic Alliance and Environmental Partnership Division
Liberty Clamosa/ Rodolfo del Pilar	Stakeholders Management and Conflict Resolution Division
Merlinda Manila/ Torsina Assiong	Action Center
Ronnel Andrew Noprada	Office of the Director, Climate Change Service
Ronnel Andrew Noprada	Climate Change Mainstreaming and Integration Division
Bryan Bongco	Climate Change Information and Technical Support Division
Julie Ann Llamera/ Arnel Gonzales	Office of the Director, Legal Affairs Service
Mark Yngente	Internal Affairs Division
Gemmalie Briones	Claims and Conflict Division
Paul Bryan Limyoco	Investigation and Arbitration Division
Lea Gloria Dela Cruz	Litigation and Prosecution Division
William Ferrer	Legal Research and Opinion Division
Josephine Rebebes	Legal Crisis Prevention and Management Division
Ricky Aristotle Arzadon	Task Force Zero Backlog
Juvymelle Bauyon/ Kenneth Cabrera	General Santos Cancellation and Reversion Team
Evangeline Pilac	Office of the Director, Policy and Planning Service
Jamima Abbilyn Sigue/ Allan Gutierrez	Planning and Programming Division
Maria Theresa Enriquez/ Amer Arnold Luminog	Policy Studies Division
Erlinda Villarosa	Program Monitoring and Evaluation Division
Michael Pagulayan/ Dennis Mendoza	Office of the Director, Knowledge and Information Systems Service
Felino Don Pedro Austria/ Angelica Cezar	Information Systems Division
Grazawaski Mallilin/ Michael Pagulayan	Network Infrastructure Management Division
Jose Henry Talabis	Statistics and Data Resource Management Division
Hayde Lato/ Joselito Castilla	Office of the Director, Foreign Assisted and Special Projects (FASPS)

Hayde Lato/ Joselito Castilla	Office of the Assistant Director, FASPS
Emily Coronel/ Camille Contreras	Project Monitoring and Evaluation Division
Carlo Buentipo	Project Accounts Management Division
Mary Ann Tena/ Venus Sulia	Project Preparation Division
Jose Manuel Jr./ Karlo Chanliongco	Project Management Division
Ma. Victoria Somera	Legislative Liaison Office
Manolita Velasco/ Rosario Cruz	Office of the Environmental Protection and Enforcement Task Force
Manolita Velasco/ Jefferson Cruz	Office of the Environmental Law Enforcement and Protection Service
Mirasol Gaurana	Office of the Task Force Tayo ang Kalikasan
Zenaida Opena	CARP
Raquel Maale	Manila Bay Coordinating Office
Juliet Budol/ Eloisa De Leon	River Basin Control Office
Melinda Jarabe	Bulwagan- BMB
Bryan August Mallilin	Pasig River Coordinating and Management Office
Jay Rodante Nano	Commission on Audit
Corita Bartolo	Civil Service Commission

The above enumerated employees shall perform the following duties and responsibilities:

- a. Ensures all office equipment and properties issued to their respective offices are properly monitored, recorded, safeguarded, and accounted at all times;
- b. Office representative in the conduct of physical inventory and updates the Inventory Report every end of the year for submission to the Property Management Section (PMS)-PSMD;
- c. Monitors and report to the PMS-PSMD all movements, transfer, damage and or loss of properties;
- d. Signs as office representative in the certification in the conduct of Physical Count on Property, Plant and Equipment Report;
- e. Monitors the in and out of property in their respective offices/DENR premises and ensures that all are covered with approved gate pass issued by PMD; and
- f. Coordinates with the PMS-PSMD from time to time and discuss matters pertaining to movement/transfer of the property accountability of their personnel other concerns.

This Order shall take effect immediately.

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

