



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 755-3300
Website: <http://www.denr.gov.ph> Email: web@denrgov.ph

JUN 20 2022

SPECIAL ORDER
NO. 2022- 469

SUBJECT : RECONSTITUTION OF THE DENR-ADR COMMITTEE SECRETARIAT UNDER SPECIAL ORDER NO. 2021-239 DATED 07 MAY 2021

In the interest of the service and in line with the continuing institutionalization of Alternative Dispute Resolution as mandated in DENR Administrative Order 2016-30, otherwise known as the "Guidelines in the Conduct of Alternative Dispute Resolution (ADR) in the Land Management and Disposition", the DENR-ADR Committee Secretariat, under Special Order No. 2021-239, is hereby reconstituted as follows:

ALTERNATIVE DISPUTE RESOLUTION COMMITTEE SECRETARIAT

Name	Office	Designation, in addition to their official functions
Atty. Paulo Enrico M. Dones	Attorney III, Investigation and Arbitration Division, Legal Affairs Service, Central Office	Head
Atty. Marlou P. Alutaya	Chief Legal Division, Land Management Bureau	Member
Atty. Elizabeth Alexandra Mary D. Pimentel	Attorney III, Land Management Bureau	Member
Atty. Camille D.R. Adalem	Special Investigator II, Investigation and Arbitration Division, Legal Affairs Service, Central Office	Member
Ma. Teresa G. Zamora	Administrative Assistant III, Investigation and Arbitration Division, Legal Affairs Service, Central Office	Administrative Support
Mary Emmeline F. Custodio	Administrative Assistant III, Investigation and Arbitration Division, Legal Affairs Service, Central Office	Administrative Support

They shall render service appurtenant to this designation in addition to the regular duties and functions of their office. They shall be entitled to travelling expenses, allowances, communication allowances and all other incidental expenses necessary for the discharge and performance of their functions, subject to the usual accounting and auditing rules and regulations.

Atty. Dones, as Head of the ADR Committee Secretariat, has the following duties and responsibilities:

1. Provide supervision on the programs and activities of ADR Committee Secretariat;
2. Assist the ADR Committee in organizing and conducting activities/trainings for the year with regard to institutionalization of ADR in the DENR;
3. Conduct lectures relative to the ADR process in the DENR;
4. Review the documents and output by staff of the ADR Committee Secretariat;
5. Sign documents relative to functions as Head of the ADR Committee Secretariat, such as, but not limited to, ORS, PR, vouchers, and other relevant administrative documents;
6. Represent the ADR Committee Secretariat on meetings and other functions;
7. Such other functions required for the institutionalization of ADR in the DENR that the ADR Committee deems necessary.

For support in the performance of the duties and responsibilities of the ADR Committee Secretariat, there is a necessity to hire additional Contracts of Service (CoS) Personnel. The following are the CoS tasked to provide support to the ADR Committee Secretariat:

Armin L. Gonzales	Technical Assistant
Leandro Jose G. Abiog, Jr.	Technical Assistant
Inah Bianca D. Boquiren	Technical Assistant
Renee Jean D. Medina	Technical Assistant
Kyle Rafael F. Sulabo	Information Technology Specialist
Arnel P. Gonzales	Liaison Officer
Bryan George L. Bangal	Driver/Messenger

The Pool of Alternative Dispute Resolution Officers (ADROs) in the Central office shall provide support and assistance to the DENR-ADR Committee and its Secretariat.

This Order shall take effect immediately and supersedes all Orders and/or other issuances inconsistent herewith.

JIM O. SAMPIHANA
Acting Secretary

