



FEB 16 2022

SPECIAL ORDER
NO. 2022- 72

SUBJECT: ADDITIONAL ASSIGNMENTS OF SEVERAL LEGAL AFFAIRS SERVICE PERSONNEL TO AID IN THE SPEEDY RESOLUTION OF CASES PENDING BEFORE ITS OFFICE

In the interest of the service, the following Legal Affairs Service personnel are hereby given additional assignments:

Name	Present Assignment	Additional Assignment in the Zero Backlog Task Force (ZBTF) or Investigation and Arbitration Division (InAD)
1. Atty. Miguel Paolo L. Adalem	Attorney IV/ Assistant Division Chief - InAD	Deputy Head (ZBTF)
2. Atty. Maria Luz M. Recelestino	Supervising Deputy, Task Force Boracay, Legal Cluster - Office of the Director	Legal Officer (ZBTF)
3. Ms. Loremilla C. Yumang	Executive Assistant - Office of the Director	Legal Officer (ZBTF)
4. Ms. Dina E. Sanay	Administrative Assistant III - Office of the Director	Records Officer (ZBTF)
5. Atty. Kevin Crust Groyon	Attorney III - InAD	Supervising Attorney (InAD)

Atty. Miguel Paolo L. Adalem, shall perform the following functions in the ZBTF:

1. Assist the Head in setting the targets for the year to include planning the course of action to achieve the annual goals regarding the resolution of cases;
2. Support the Head in the proper disposition of expenses, the assignment of duties to the members, delegation, and creation of responsibilities, and maximizing the potentials of every member of the Task Force;
3. Provide day-to-day direction on the adjustment of targets to ensure that the individual targets are accomplished according to schedule; and,
4. Assist the Head of the Task Force in its day-to-day management of the unit and the performance of its objectives.

Atty. Maria Luz M. Recelestino and Ms. Loremilla C. Yumang shall perform the following functions in the ZBTF:

1. Provide the Action Officers technical and legal inputs to dispose of the cases pending before the ZBTF;
2. Assist in the administrative activities of the Task Force;
3. Provide assistance in the financial management of the Task Force.

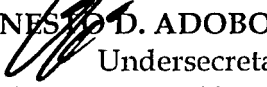
Ms. Dina E. Sanay shall perform the following functions in the ZBTF:

1. Classify official records and documents;
2. Safekeeping of official records and documents;
3. Maintain an active continuing program for management, preparation, and disposition of records; and,
4. Handle a functional phase of office programs, including correspondence related to the record management in accordance with the established policy.

Atty. Kevin Crust Groyon of the InAD shall perform the following functions in the InAD:

1. Assist in the supervision of the day-to-day activities of InAD;
2. Assist in the review of documents and other action documents of InAD before clearance by the Division Chief; and,
3. Represent the Division on meetings and other functions in cases where the Division Chief is unavailable.

This Order shall take effect immediately and supersedes all previous orders inconsistent herewith.


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

