



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



NOV 10 2023

SPECIAL ORDER
No. 2023 - 748

SUBJECT : AUTHORIZING THE CONDUCT OF 2023 YEAR-END ASSESSMENT AND FY 2024 OPERATIONAL PLANNING WORKSHOP OF THE ADMINISTRATIVE SERVICE FROM NOVEMBER 15 TO 17, 2023

In the interest of the service and in order to ensure that administrative functions contribute effectively to the achievement of the overall goals and objectives of the Department, the conduct of the 2023 Year-End Assessment and FY 2024 Operational Planning Workshop of the Administrative Service is hereby authorized on 15 to 17 November 2023 in Region III.

The following officials and employees are hereby authorized to attend the said event:

General Services Division (GSD):

Engr. Randy Tiin	Chief, Building Management Section
Carolina A. Lopez	Chief, Cashier Section
Roy A. Castillo	Chief, Motorpool Section
Ar. Jamille Vanessa E. Saplagio	Chief, Grounds Management Section
Engr. Jay Alconis	Head, Diagnostic Advisory and Mechanical Service Unit
Philip Godwin Edralin	Head, Dispatch, Ticketing & Other Services Unit
Engr. Jeffrey Bancifra	Representative, DENR Building Construction Management Committee Secretariat
Engr. Paul Anthony Billones	Head, Planning and Design Unit
Angelito L. Estrada	Head, Maintenance Unit
Melinda B. Jarabe, DMD	Head, Hostel Unit
Marie Kristinne Mamaradlo	Representative, Office of the Division Chief (DC)
Cielo May Macapagal	Representative, Office of the DC
Jack Victor Nera	Head, Environmental Management System (EMS) Unit
Francis Naldo	Focal Person, EMS

Property and Supply Management Division (PSMD):

Zenaida Gutierrez	Assistant Division Chief
Dianne Ibias	Chief, Procurement Management Section
Maria Rosario Santiago	Head, Bid Processing Unit, PrMS
Lamberto Ramos	Head, AMP Processing Unit, PrMS
Jessa Montes	Head, Procurement Planning and Monitoring Unit, PrMS
Vilma Luisa Ferrer	Chief, Property Management Section
Christian John Valdez	Representative, Property Reconciliation Unit, PMS
Mark Joseph Antonio	Head, Property Disposal Unit, PMS/Representative, Fleet Management Committee Secretariat
Jeffrey Gonzales	Head, Property Records and Database Management Unit, PMS
Jefferdick Benito	Representative, Disposal Committee Secretariat
Marjorie Garcia	Representative, Inventory Committee Secretariat
Donald De Paz	Representative, Fleet Management Committee Secretariat
Anna Genalin Papina	Chief, Supply Management Section
Milanny Quezada	Head, Storekeeping, Records and Reconciliation Unit, SMS

Records Management Division (RMD):

Alejandro H. Dela Cruz, Jr.	Chief, Message Center
Maribel D. Garcia	Chief, Issuance and Information Section
Ramil Mangubos	Chief, General and Classified Records Section
Milagros L. Franco	Chief, Non-Current Records Center
Kishia Mae Ibabao	Focal Person, Project HOPE

Office of the Director, Administrative Service (ODAS):

Revihilda V. Cendaña	Representative, ODAS
Veronica E. Regalado	Representative, ODAS

Representative Office of the Undersecretary for Legal and Administration

Representative Budget Division

Resource Persons:

Atty. Ernesto D. Adobo, Jr. <i>CESO I</i>	Undersecretary for Legal and Administration
Rolando R. Castro	Director for Administrative Service
Engr. Guillermo V. Estipona, Jr.	OIC-Chief, GSD

Engr. Gilbert C. Mondroy
Jocelyn B. De Layola

Chief, PSMD
OIC-Chief, RMD

Administrative/Support Staff:

Representatives
Representatives

Office of the Regional Office
PENR Office, Zambales

The attendance of the aforementioned shall be on official time.


All expenses to be incurred such as meals, travel expenses, and other allowable incidental costs shall be charged against DENR funds, subject to the usual accounting and auditing rules and regulations.

The Office of the Director-Administrative Service shall take the lead in the preparation of the overall activity.

The Director, Administrative Service is authorized to re-schedule the activity through a memorandum in case of conflict with other programs of the Department.

A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service - Training and Development Division fifteen (15) days upon completion activity.

This Order shall take effect on the date specified herein.


AUGUSTO D. DELA PEÑA
Undersecretary
Organizational Transformation and
Human Resources