



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



SPECIAL ORDER
NO. 2024- 742

NOV 07 2024

SUBJECT: AUTHORIZING THE CONDUCT OF ENHANCED DOCUMENT ACTION TRACKING SYSTEM (EDATS) AND RECORDS MANAGEMENT INFORMATION SYSTEM (RMIS) RE-ORIENTATION

In the interest of the service and in line with the continual improvement of the DENR administrative systems for the management of document action tracking, the Re-Orientation workshop for Enhanced Document Action Tracking System (EDATS) and Records Management Information System is hereby authorized to be conducted from November 12-15, 2024 in Metro Manila. The following personnel shall be authorized to participate in the Re-Orientation:

DENR Regional Offices

| Office | Name | Position |
|------------|--------------------------------|---|
| NCR | Jan S. Bautista | Chief Administrative Officer / Chief, Administrative Division |
| | Carl Wilhelm C. Eucogal | Information Systems Analyst I |
| | Michelle O. Suyu | Admin Assistant I |
| | Rowena B. Gagam | Administrative Assistant II |
| CAR | Mia Alma M. Batcagan-Tayag | Chief, Administrative Division |
| | Jonathan G. Pacheco | Records Officer II |
| | Cirilo M. Gali | Information Systems Analyst III |
| | Elma L. Ngiao | Admin. Assistant I |
| Region I | Mary Ann N. Escoto | Chief, Administrative Division |
| | Jason L. Trinidad | Information Systems Analyst II |
| | Michelle L. Fontanilla | Administrative Officer IV |
| | Josephine N. Nebreja | Cartographer I |
| Region II | Corazon C. Corpus | Supervising Administrative Officer |
| | Magdalena Pricella C. Pamittan | Administrative Officer III |
| | Aldwin Jay B. Cuntapay | Information Systems Analyst II |
| | Jett D. Miguel | Administrative Assistant III |
| Region III | Perla O. Collado | Chief, Administrative Division |
| | Karl Kevin D. Tallorin | Information Systems Analyst III |
| | Catherine C. Dizon | Administrative Officer II |

| Office | Name | Position |
|--------------------------|---------------------------------|---|
| | Rolando L. Dizon | Forest Ranger |
| CALABARZON Region | Anita T. Rocero | Supervising Administrative Officer |
| | Kayeleene Princess B. Dalisay | Information System Analyst II |
| | Dick Jones Macusi | Administrative Officer IV |
| | Patricia Anne M. Flores | Administrative Assistant I |
| MIMAROPA Region | Rosario C. Gulmatico | Chief, Administrative Division |
| | Mary Grace V. Jucutan-Paul | Chief, Records Unit |
| | Jermar D. Belen | Information Systems Analyst II |
| | Rosemarie F. Rodriguez | Administrative Assistant II |
| Region V | Francia N. Bacea | Administrative Officer III |
| | Ronald I. Azul | Administrative IV |
| | Rene L. Manzanades | Information Systems Analyst III |
| | Joana Marie A. Portugal | Administrative Assistant II |
| Region VI | Myla C. Reyno | OIC-Chief, Administrative Division |
| | Jade J. Valla | Information Systems Analyst III/ICT Focal |
| | Pinky C. Peñañiel | Admin Assistant I |
| | Fanny F. Tribunal | Admin Assistant II |
| Region VII | Emmelyn M. Dicdican | Chief, Administrative Division |
| | Jenabelle R. Mosqueda | Administrative Officer II |
| | Inocencia M. Casia | Administrative Officer III |
| | Dennis T. Cuizon Jr. | Information Systems Analyst III |
| Region VIII | Maita Reina G. Sucgang | Chief, Administrative Division |
| | Novy Ann G. Pagasartonga | Admin. Officer III (Records Officer II) |
| | Naomi C. Ansale | Information Systems Analyst III |
| | Ma. Antonette B. Nuñez | Admin. Assistant II |
| Region IX | Edgar M. Castro | Chief Admin |
| | Norisa O. Bertoldo | Records Officer |
| | Edna P. Fernandez | Admin Aide IV |
| | Francis Ian Dancel | ISA II |
| Region X | Georgina C. Padilla | Oic-Chief, Administrative Division |
| | Ma. Theresa A. Migallon | Administrative Officer III |
| | Ronel B. Bernardez | Information Systems Analyst Iii |
| | Jhon Steve S. Jumawan | Administrative Assistant III (Computer Operator II) |
| Region XI | Atty. Chelin Joan G. Sonza-Alug | Chief Administrative Officer/ Chief Administrative Division |

| Office | Name | Position |
|---------------|----------------------------|---|
| | Peachy P. Enano | Information Systems Analyst III |
| | Shiela Mae B. Vitualla | Administrative Officer III |
| | Laila L. Tambilawan | Records Staff |
| Region XII | Iki M. Ontawar | Chief, Administrative Division |
| | Kriza Jane Taylan-Adjarani | Administrative Officer II/ Records Officer |
| | Eric A. Cagaanan | Information Systems Analyst III |
| | Amidah Macabando | Data Controller (Cos) |
| CARAGA Region | Elsalyn J. Evangelio | Chief, Administrative Division |
| | Gande G. Bagot | Admin. Officer III/Records Officer II |
| | Juan Navarro, Jr. | Information System Analyst II |
| | Julie Ann Batohinog | Office Support Staff |

Staff Bureaus

| Office | Name | Position |
|--------|---------------------------|---|
| BMB | Melissa S. Urbano | Head, Records Management and Documentation Unit |
| | Khimberly E. Virtudazo | Administrative Assistant III |
| | Ariel A. Bonita | Computer Operator II |
| | Richmond M. Papa | Record Staff |
| LMB | Lovely Grace P. Ibus | Information Technology Officer II |
| | Bryan August L. Mallillin | Information Systems Analyst III |
| | Tessie A. Soriano | Head, Human Resource Management Unit |
| ERDB | Emmanuel M. Cuison | Chief, AFMD |
| | Benjamin E. Beltran | Chief, Records Unit |
| | Aldrin Q. De Roxas | Information Systems Analyst II |
| | Elizer N. Ramos Jr. | Records Management Assistant III |
| FMB | Dencio R. Dadis | Chief, Records Unit |
| | Laarni V. Marciano | Information Systems Analyst III |

Line Bureaus

| Office | Name | Position |
|--------|--------------------------|---------------------------------|
| MGB | Fe-Jocelyn D. Francisco | OIC, Records Management Section |
| | Feby Renzel O. Marasigan | Records Officer II |
| | Doridecca T. Flores | Administrative Officer V |
| | Rheymarl G. Salazar | Computer Programmer II |

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|------------|-----------------------------|--|
| EMB | Annabelle C. Llenos | Supervising Administrative Officer |
| | Nelly P. Barizo | Administrative Officer V / Chief, Records Section |
| | Russel Guillan L. Lingating | Administrative Officer I |
| | Valkyrie Fernand Valdez | Computer Operator I |

Central Office


| Office | Name | Position |
|--------------------|-----------------------------|------------------------------------|
| KISS | Arlene A. Romasanta | Director |
| | Dennis M. Segovia | Information Systems Analyst III |
| | Marco P. Matias | Computer Programmer II |
| | Felino Don Pedro L. Austria | Admin Assistant III |
| RMD | Jocelyn B. De Layola | OIC, Chief RMD |
| | Maribel D. Garcia | Administrative Officer V |
| | Ramil C. Mangubos | Administrative Officer V |
| | Kishia Mae F. Ibabao | Administrative Officer I |
| | Revihilda V. Cendaña | Administrative Officer IV |
| | Veronica D. Regalado | Admin Assistant III |
| PPS | 1 Representative | |
| Secretariat | Gerard I. Pulumbarit | Sr. IT Support Specialist |
| | Maricar A. Parungao | Admin Assistant |

The Records Management Division (RMD) and Knowledge and Information Systems Service (KISS) staff shall provide technical and administrative support for the duration of activity.

All expenses and cash advances to be incurred for this training shall be charged against KISS - DENR funds subject to the usual accounting and auditing rules and regulations. The Director of Knowledge and Information Systems Service is hereby authorized to adjust the date and venue of the activity as exigencies of the office may warrant.

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

This Order takes effect on the dates specified herein.


AUGUSTO D. DELA PEÑA
 Undersecretary for Organizational
 Transformation and Human Resources