



Republic of the Philippines

**MINISTRY OF
NATURAL RESOURCES**

SPECIAL ORDER

NO. 132

Series of 1982

SUBJECT: Organization of a Regional Administrative Group,
Bureau of Lands Component of the Palawan Integrated
Area Development Project

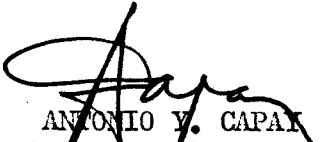
1. In the interest of the service and to carry out the purposes of Special Order No. 23, Series of 1982, there is hereby organized a Regional Administrative Group under the Bureau of Lands Land Survey and Titling Component of the Palawan Integrated Area Development Project (PIADP), to provide administrative support services to the Project Manager of the Ministry of Natural Resources Component of the said Project and to be composed of the following BL Region IV-A personnel:

<u>NAME</u>	<u>DESIGNATION</u>	<u>PIADP ASSIGNMENT</u>
1.1. Jose B. Ocado	Administrative Offr.	Head, BL Component, Administrative Support Services
1.2. Felisa J. Valerio	Budget Officer	Budget Officer
1.3. Gloria G. Mauricio	Personnel Officer	Personnel Officer
1.4. Rodolfo S. Santos	Supply Officer	Procurement Officer
1.5. Florian S. Cantos	Stenographer	Clerk-Stenographer
1.6. Dominga Tolentino	Personnel Aide	Clerk
1.7. Rosie L. Arenas	Clerk	-do-

2. The above-organized BL Regional Administrative Group shall work under the Administrative Support Services of the Office of the Project Manager, MNR Component, PIADP, and shall specifically have the following functions:

- 2.1. Recruitment, training, movements and assignments of personnel for the Project's Land Survey and Titling Component;
- 2.2. Budgetary programming and preparation for the project's field operating units;
- 2.3. In proper cases and where necessary, procurement, allocation, issuance and maintenance of equipment, supplies and materials as may be required by Project Manager;

- 2.4. Where necessary, preliminary examination and processing for payment of payrolls and vouchers for personnel's salaries, travelling expenses, allowances and honoraria and overtime pay, and for supplies, materials and equipment purchased, rentals and communications expenses;
 - 2.5. Servicing of records for the project's field operating units; and
 - 2.6. Such other functions and duties as may be assigned to it from time to time by the Project Manager and the Assistant Project Manager for Land Survey and Titling Component.
3. The above-named personnel shall assume the duties and responsibilities of their new assignments by virtue hereof in addition to their present duties.
4. This Order shall not entitle them to preferential rights to promotion.
5. All expenses incurred by the aforementioned personnel in performing their new duties under this Order are chargeable to OMIN funds, subject to availability of such funds and to the usual accounting and auditing requirements.
6. This Order takes effect on January 1, 1982 and supersedes any previous orders, memoranda and/or letters inconsistent herewith.


ANTONIO Y. CAPAX
Assistant Secretary
and Project Manager, MNR Component
PIADP