



# Department of Environment and Natural Resources

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**SPECIAL ORDER**  
**No. 2005- 199**

**MAR 14 2005**

**SUBJECT : DESIGNATING SOME DENR PERSONNEL AS PROPERTY CUSTODIAN AND/OR SUPPLY OFFICER OF THEIR RESPECTIVE OFFICES**

In the interest of the service and in order to ensure proper use and effective accounting and control of all DENR properties and office supplies and materials the following personnel are hereby designated as Property Custodian and Supply Officers of their respective offices:

<b>OFFICE</b>	<b>PROPERTY CUSTODIAN</b>	<b>SUPPLY OFFICER</b>
Office of the Secretary	Claire Miguel	Claire Miguel
Head Executive Assistant	Rosita Piniano	Romulo Zipagan
Usec for Field Operation	Estela De Guzman	Estela de Guzman
Usec for Land Management	Corazon R. Jara	Corazon R. Jara
Usec for Management & Technical Services	Ceilo R. Buan	Ceilo R. Buan
Usec for Planning and Policy	Yolanda Molina	Yolanda Molina
Asec for Muslim Affairs	Siram Pagsidan	Siram Pagsidan
Asec for FASPO	Esmeralda Aguilar	Esmeralda Aguilar
Asec for Legislative Affair Office	Norma Dineros	Norma Dineros
Asec for Legal	Lozemilla Yumang	Gloria A. Dela Cruz
Research & Legal Opinion Division	Herminigilda Gumatay	Estrella Lardizabal
Investigation and Litigation	Rose Nuñez	Elvira Parcon
Claims and Conflicts Division	Corazon Rodriguez	Luz Guillen
Personnel Investigation Division	Norma Dineros	Herminia Molina
License and Law Enforcement Division	Ofelia Villamor	Vilma Lalunio
Director for Planning and Policy	Miguel Badion	Miguel Badion
Planning and Programming Division	Marilyn Rebadomia	Marilyn Rebadomia
Project and Dev't. & Evaluation Division	Melinda Gordo	Melinda Gordo
Research and Statistic Division	Ervy dela Cruz	Ervy dela Cruz
Mgt. & Information System Division	Lilian T. Yboa	Nenita Gutierrez
Policy Studies Division	Miguel Badion	Miguel Badion
Financial & Mgt. Service Director	Divina Crisencio	Susan Escolar
Accounting Division	Cresencia Garalde	Celestino Santos
Budget Division	Isidora Pontillas	Alfonso Vergara
Management Division	Natividad Trofeo	Heidi Natural
Administrative Service	Jinggy M. Toledo	Jinggy M. Toledo
Personnel Division	Joseph Esperanza	Joseph Esperanza
Medical and Dental Unit	Ma. Teresa Maring	Ma. Teresa Maring
Records Mgt. & Document Division	Ligaya Dionisio	Audrey Rosete
Project H.O.P.E.	Joey Sembrano	Joey Sembrano
Office of the Chief, GSD	Lourie Oliverio	Lourie Oliverio
Procurement Section, GSD	Gianina Agir	Gianina Agir
Property Section, GSD	Josefina Rebusa	Josefina Rebusa
Building & Grounds Maintenance Section, GSD	Ester Sarmiento	Ester Sarmiento
Motor Pool Section, GSD	Digna Cases	Digna Cases
Cashier Section, GSD	Alvin Legaspi	Alvin Legaspi
Radio Communication Unit, GSD	Estrella Facelo	Estrella Facelo
Telecom. Unit, GSD	Remedios Garcia	Remedios Garcia
Director for PCMS, FASPO	Flordeliza Tenazas	Flordeliza Tenazas
Director for PDPS, FASPO	Lucita Cantong	Lucita Cantong
Proj. Coordination Division, FASPO	Hayde Lato	Erlinda Yap
Proj. Accounting Mgt. Division, FASPO	Cecille Inocencio	Joselito Castillo
SPD, FASPO	Gabriel Caspistrano	Pascual Lemina

**OFFICE****PROPERTY CUSTODIAN****SUPPLY OFFICER**

PPD, FASPO  
 PED, FASPO  
 MISG, FASPO  
 Legal Service  
 Public Affairs Office  
 Research Division – PAO Basement  
 PAO – Library  
 Special Concern Office (SCO)

Arturo Samaniego  
 Edgar Magno  
 Alma Estrada  
 Myrna Balatayo  
 Remedios Asuncion  
 Gracia Cayno  
 Magdalena Contarciego  
 Cesar Almonte  
 Lagrimas Infante  
 Carlo Garcia  
 Ryan Niño Dela Cruz  
 Rizza C. Abayari  
 Joan Rayaso  
 Herbert Racelis  
 Orland Javier  
 Rosa Copon  
 Ric Enriquez  
 Annabelle Bumatay  
 Abelardo Favila  
 Renato Limjuco  
 Mark Anthony Villanueva  
 Tess Oliven  
 Dennis Guy Segovia  
 Jacqueline Ramos  
 Christy Gempes  
 Flora Colorado

Arturo Samaniego  
 Evelyn Flores  
 Alma Estrada  
 Myrna Balatayo  
 Metudio Estrada  
 Metudio Estrada  
 Magdalena Contarciego  
 Cesar Almonte  
 Lagrimas Infante  
 Carlos Garcia  
 Ryan Niño Dela Cruz  
 Rizza C. Abayari  
 Joan Rayaso  
 Herbert Racelis  
 Orlan Javier  
 Rosa Copon  
  
 Annabelle Bumatay  
 Abelardo Favila  
 Renato Limjuco  
 Emilio Quitoriano  
 Tess Oliven  
 Dennis Guy Segovia  
 Jacqueline Ramos  
 Christy Gempes  
 Flora Colorado

L.A.M.P.  
 LAMP – PI-01  
 LAMP – PI-02  
 Director, HRMS  
 Trainers Dev't. Division (TDD-HRMS)  
 Career Mgt. Division (CMD-HRMS)  
 Mgt. Dev't. Division (MDD-HRMS)  
 Nat'l. Training Center-Carranglan  
 DENR – COA  
 Office of Resident Ombudsman  
 CARP  
 NFDO  
 MMAQISDP  
 NRMP-ECOGO  
 ADMP  
 CMMO  
 Manila Bay Environmental Project

As such, they shall perform the following functions:

1. Coordinate with the General Services Division, all matters pertaining to supplies and properties;
2. Assist the Property Section, GSD in the conduct of annual property and supply inventory;
3. Responsible for the accounting, monitoring, and safeguarding of government equipment, furniture, fixtures, office supplies and materials within their respective offices;
4. Report to the Property Section, GSD, all movements, transfers, damages or losses of equipment, furniture and fixtures and office supplies and materials assigned to their respective offices, and
5. Submit to GSD monthly report of supply/material consumption for property inventory as may be required.

This Order shall take effect immediately and shall remain in force until revoked.

  
**ARMANDO A. DE CASTRO**  
 Undersecretary

