

Memorandum Order

No. 01

January 13, 1993

SUBJECT : Mandating the Retention of the Old Canteen Building for the use of the Natural Resources Management and Development Project

1. Considering the proximity of the coming end of the 5-year life cycle of the Natural Resources Management and Development Project which is expected by December 1993, it is prudent and proper to start the necessary steps that will ensure efficient facilitation of the phase-out and hand over process of the project activities and systems.
2. In "marketing" the NRMDP's downstream projects and addressing some of the sustainability issues, the Project Management Office of NRMDP shall continue to initiate, coordinate and facilitate necessary activities with appropriate units of DENR and other participating agencies.
3. With the commencement of the Human Resources Development Project, one of the NRMDP's downstream projects, there is a need to prepare the necessary office space and other support facilities.
4. Considering the above and to ensure the smooth transition of the project to DENR regular units, this order hereby mandates the retention of the old canteen building as NRMDP office. All furniture, fixtures and equipment either funded out of the project's grant or GOP contribution shall be maintained and remained intact.
5. This order shall take effect immediately.

ANGEL C. ALCALA
Secretary

**Memorandum Order
No. 03
February 12, 1993**

**SUBJECT : Reactivation of the Public Assistance
 Action Unit In DENR Central Office**

In the interest of service, and in view of the Secretary's desire to improve services to the public, the Public Assistance Action Unit (PAAU) is hereby reactivated.

For the purpose of organization/operation of the PAAU the following shall be observed:

- I. **Mission:** The Public Assistance Unit shall offer services to the public with the highest degree of moral responsibility, integrity, loyalty, patriotism, justice and efficiency.

- II. **Organization/Staffing**
 1. The PAAU shall operationally be attached to the SPEAD-SCO and shall directly report to the Chief of the SPEAD-SCO.
 2. The unit shall be composed of five personnel willing to be detailed to the SPEAD/PAAU (Subsequent issuance of S.O. shall be made).
 3. The unit shall be supervised by the PAAU coordinator to be assisted by four desk officers.
 4. Focal/contact person for each service/ office/division/ project shall be designated by his/her respective chief for purposes of monitoring and coordination.

- III. **Operational Plan**
 1. Detailed personnel shall hold office at the SPEAD and shall be required to man the front desk daily on rotation basis;
 2. Rotation of personnel shall be referred to as the morning (AM) shift & afternoon (PM) shift;

3. Daily reports are required. The AM shift shall prepare reports/follow-ups in the afternoon while the PM shift shall make reports/follow-ups in the morning of the following day.
4. The unit shall start rendering public assistance from 7:30 AM. to 5:30 PM. Mondays to Fridays. However, whenever the need arises, a skeletal force shall be made to render overtime work.
5. The unit shall also render follow-up/coordination work related to visitor's request/problems.
6. Personnel detailed with the PAAU are mandated to observe closely the abovestated mission and to serve the clientele with utmost courtesy.

IV. The PAAU Office

1. The PAAU Office shall be located at the first floor lobby. The same shall serve as processing and clearing area to facilitate effective delivery of services to the DENR clientele/visitors.
2. To effect civility in the use of the doors at the lobby, the DENR employees are to use the right doors (marked) coming in and out.
3. The left doors (marked) shall be reserved for the exclusive use of the visitors.
4. The lobby shall be provided with visitor's waiting area, chairs, waiting benches, exhibits/ organizational chart, floor directory, reading materials, etc.

The PAAU shall be authorized to seek assistance to any official/personnel of the DENR and to avail of any supplies equipment/facilities thereof necessary for the expeditious delivery of public service.

This order shall take effect immediately and shall remain in force until revoked. All order/issuances, inconsistent herewith are deemed revoked accordingly.

MANUEL E. GONZALEZ, JR.
Assistant Secretary
Management Services

Memorandum Order
No. 05
May 05, 1993

SUBJECT : Delegation of Authority Regarding Implementation of DENR Foreign-Assisted Projects (FAPs)

In the interest of promoting efficiency, effectiveness and economy in the implementation of DENR Foreign-Assisted Projects (FAPs), and pursuant to existing laws, the following functions are hereby delegated to the respective Officials concerned:

SPECIFIC FUNCTIONS	PERFORMING OFFICIALS
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Reviewing Officials/	Approval
Recommending Approval	

**I. CENTRAL-BASED FAPs
FINANCIAL MATTERS**

1. Approval of Local Travels

a.	Travels not exceeding 10 days	Unit Heads concerned	APM/DPD
b.	Travels more than 10 days but not exceeding 15 days	APM/DPD	PM/PD/ PCMS Dir.
c.	Travels exceeding 15 days but not more than 30 days	PM/PD	PCMS Dir.
d.	Travels exceeding 30 days but not more than 3 mos.	PCMS Dir., ASEC/USEC concerned	Secretary
e.	Approval of PAL Travel Orders	PM/PD	ASEC for Mgt. Services

2. Approval and signing of all kinds of contracts including subscription to periodicals

- not exceeding P/ 100,000 APM/DPD PM/PD
- more than P/100,000 but not exceeding P/ 200,000 PM/PD Chief, PAMD PCMS Dir.
- more than P/ 200,000 but not more done P/ Million PCMS Dir. ASEC for Mgt.
- more than P/ 1 Million but not more than P/ 2 Million ASEC for Mgt. USEC for E & R
- more than P/ 2 Million USEC for E & R Secretary

3. Requisition & Issue Voucher and Purchase Order

- not exceeding P/ 100,000 APM/DPD PM/PD
- more than P/ 100,000 PM/PD PCMS Dir.
- more than P/ 200,000 but not more than P/ 1 Million PCMS Director ASEC for Mgt.
- more than P/ 1 Million but not more than P/ 2 Million ASEC for Mgt. USEC for E & R
- more than P/ 2 Million USEC for E&R Secretary

- | | | | |
|----|---|-------------------|------------------------------|
| 4. | Disbursement Voucher for Cash Advance for salaries, wages, claims for compensation of employees and payment for other fixed expenditures regardless of amount | Adm. Dir. | ASEC for Mgt./USEC for E & R |
| 5. | Disbursement Voucher for payment of purchases, utilities, rentals subscriptions, contract of services and other non-fixed expenditures | | |
| | - not exceeding P/100,000 | APM/DPD | PM/PD |
| | - more than P 100,000 but not exceeding P/ 200,000 | PM/PD Chief, PAMD | PCMS Dir. |
| | - more than P/ 200,000 but not more than P/ 1 Million | PCMS Director | ASEC for Mgt. |
| | - more than P/ 1 Million but not more than P/ 2 Million | ASEC for Mgt. | USEC for E & R |
| | - more than P/ 2 Million | USEC for E&R | Secretary |
| 6. | Request for Obligation of Allotment (ROA) (An ROA shall be initialled by the Department Budget Officer) | | |
| | - not exceeding P/100,000 | APM/DPD | PM/PD |
| | - more than P 100,000 | PM/PD Chief, PAMD | PCMS Dir. |

- but not exceeding
P/ 200,000
- more than P/ 200,000 but not more than P/ 1 Million PCMS Director ASEC for Mgt.
 - more than P/ 1 Million but not more than P/ 2 Million ASEC for Mgt. USEC for E & R
 - more than P/ 2 Million USEC for E&R Secretary

7. Signing and Counter-signing of checks

- not exceeding P/300,000 Adm. Director FMS Service Director
- more than P 300,000 but not exceeding P/ 1 Million Adm. Director ASEC for Mgt./USEC for E & R
- more than P/ 1 Million but not more than P/ 2 Million ASEC for Mgt./ASEC for Planning USEC for E & R/USEC for PPNR
- more than P/ 2 Million USEC for E&R Secretary
- USEC for PPNR

ADMINISTRATIVE/PERSONNEL MATTERS

- 1. Hiring, removal & appointment of emergency/contractual personnel and renewal of appointment of emergency/contract-
- APM/DPD Chief, PAMD PM/PD/PCMS Dir.

tual personnel

- | | | | |
|----|--|---|---------------------|
| 2. | Participation/nomination of project personnel in local seminars, in-service training, workshop, conference, scholarship etc. | APM/DPD/
Chief, PAMD | PD/PM/
PCMS Dir. |
| 3. | Foreign Travels
(Project-related) | PM/PD/ASEC/
USEC thru
Scholarship
Com. | Secretary |
| 4. | Allocation/Use of
Project-based
equipment and
vehicle except
leased equipment/
vehicle | PM/PD
PCMS Dir. | ASEC for
Mgt. |
| 5. | Turnover of
Project assets for
disposition/sale
or lease | PM/PD
PCMS Dir. | ASEC for
Mgt. |

OPERATION/TECHNICAL MATTERS

- | | | | |
|----|--|----------------------|--------------------|
| 1. | Approval of Plans, Designs/Specifications and Cost Estimates for Civil Works and Equipment | | |
| - | not exceeding
P/ 300,000 | APM/DPD | PM/PD |
| - | more than
P/ 300,000
but not exceeding
P/ 500,000 | PM/PD/
PAMD Chief | PCMS
Director |
| - | more than
P/ 500,000 | PCMS
Director | ASEC for
E & R. |

2. Change Orders/Extra Work Orders On Civil Works

- not exceeding P/300,000 APM/DPD PM/PD
- more than P/ 300,000 but not exceeding P/ 500,000 PM/PD PAMD Chief PCMS Dir
- more than P/ 500,000 but not more than P/ 1 Million PCMS Dir ASEC for Mgt.
- more than P/ 1 Million but not more than P/ 2 Million ASEC for Mgt. USEC for E & R
- more than P/ 2 Million USEC for E & R Secretary

3. Cancellation and/or termination of on-going contracts and prosecution thereof in coordination with the Legal Service for damages arising from breach of the same

- not exceeding P/ 300,000 APM/DPD PM/PD
- more than P/ 300,000 but not exceeding P/ 500,000 PM/PD/ PAMD Chief PCMS Director
- more than P/ 500,000 but not more than P/ 1 Million PCMS Director ASEC for Mgt.
- more than P/ 1 Million ASEC for USEC for

	Million but not more than P/2 Million	Mgt.	E & R
	more than P/2 Million	USEC for E & R	Secretary
4.	Approval of Work and Financial Plan, Procurement Plan, Travel Plan including revisions/realignment thereof	Chief, PAMD/PCMS Director	USEC for E & R
5.	Memorandum of Understanding/Agreements with other agencies/institutions/organizations, public or private, for joint undertaking of project activities	PCMS Dir.	USEC for E & R
6.	Extension/Termination of Project Implementation	USEC for E & R	Secretary

II. FIELD AND BUREAU-BASED FAPS

FINANCIAL MATTERS

1.	Approval of Local Travels		
a.	Travels not exceeding 15 days	APM/DPD	PM/PD
b.	Travels exceeding 15 days but not more than 30 days	PM/PD	PENRO
c.	Travels exceeding 30 days but not	RED/Bureau Director	Secretary

more than 3 mos.

2. Approval and Signing of all kinds of contracts including subscription of periodicals

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2 Million but not more than P/ 5 Million.	PCMS Dir.	USEC for E & R
-	more than P/5 Million	USEC for E & R	Secretary

3. Requisition & Issue Voucher and Purchase Order

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2	PCMS Dir.	USEC for

	Million but not more than P/ 5 Million		E & R
-	more than P/5 Million	USEC for E & R	Secretary
4.	Disbursement Voucher for Cash Advance for salaries, wages, claims for compensation of employees and pay- ment for fixed expend- itures regardless of amount	Adm. Div. Chief PENRO/Region	PM/PD
5.	Disbursement Voucher for payment of purchases, utilities, rentals subscriptions, contract of services and other non-fixed expenditures		
-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2 Million but not more than P/ 5 Million	PCMS Dir.	USEC for E & R
-	more than P/5 Million	USEC for E & R	Secretary
6.	Request for Obligation of Allotment (ROA)		

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2 Million but not more than P/ 5 Million	PCMS Dir.	USEC for E & R
-	more than P/5 Million	USEC for E & R	Secretary

7. Signing and Counter-signing of checks

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2 Million but not more than P/ 5 Million	PCMS Dir.	USEC for E & R
-	more than P/5	USEC for	Secretary

Million

E & R

ADMINISTRATIVE/PERSONNEL MATTERS

- | | | | |
|----|--|--|-----------|
| 1. | Hiring, removal & appointment of emergency/contractual personnel and renewal of appointment of emergency/contractual personnel | APM/DPD | PM/PD |
| 2. | Participation/nomination of project personnel in local seminars, in-service training, workshop, conference, scholarship etc. | APM/DPD | PD/PM |
| 3. | Foreign Travels (Project-related) | ASEC/
USEC concerned
thru
Scholarship
Com. | Secretary |

OPERATIONAL/TECHNICAL MATTERS

- | | | | |
|----|--|---------|------------------------|
| 1. | Approval of Plans, Designs/Specifications and Cost Estimates for Civil Works and Equipment and Change Orders/Extra Work Orders on Civil Works (based on principal contract amount) | | |
| - | not exceeding
P/ 300,000 | APM/DPD | PM/PD |
| - | more than
P/ 300,000
but not exceeding
P/ 500,000 | PM/PD/ | PENRO |
| - | more than
P/ 500,000 | PM/PD | RED/Bureau
Director |

- but not more than
P/ 1 Million
- more than P/ 1 Million Chief, PAMD/
PCMS Director USEC for
E & R
2. Cancellation and/or termination of on-going contracts in coordination with the Regional Office/Central Office Legal Division/Service, and prosecution thereof for damages arising from breach of the same
- not exceeding P/ 300,000 APM/DPD PM/PD
 - more than P/ 300,000 but not exceeding P/ 500,000 PM/PD PENRO
 - more than P/ 500,000 but not more than P/ 2 Million PM/PD RED/Bureau Director
 - more than P/ 2 Million but not more than P/ 5 Million PCMS Dir. USEC for E & R
 - more than P/ 5 Million USEC for E & R Secretary
4. Approval of Work and Financial Plan, Procurement Plan, Travel Plan including revisions/realignment thereof Chief, PAMD/
PCMS Director USEC for
E & R
5. Memorandum of Understanding/Agreements with other agencies/institutions/organiza- USEC for E & R Secretary

tions, public or private, for joint undertaking of project activities

- | | | | |
|----|--|--------------------|------------------|
| 6. | Extension/Termination of Project Implementation | USEC for E & R | Secretary |
| 7. | Issuance of individual Certificates of Stewardship Contracts, maps, and other supporting documents | | |
| | - for areas not more than 5 ha. | PM/PD | CENRO |
| | - for areas more than 5 ha. | PM/PS/
CENRO | PENRO |
| | - for areas more than 7 ha. to 12 ha. | PENRO | RED |
| 8. | Issuance of Communal Stewardship Field Operations Agreement | RED/USEC/Community | Secretary Forest |

Bidding for civil works and procurement of goods and services involving amounts not more than P/ 2 Million shall be conducted by the concerned projects' PBAC in coordination with the Provincial and Regional Offices concerned provided prior clearance is obtained from FASPO. Furthermore, a representative from the same Office shall attend as member of the Bidding Committee. In addition, FASPO shall be furnished with copies of all plans, designs, and cost estimates (for civil works) and specifications and cost estimates (for equipment) duly approved by concerned officials for monitoring and evaluation purposes.

The exercise of the above functions, shall in all cases, be subject to the monthly, quarterly/annual Work and Financial Plans, Travel Plans and Procurement Plans approved by the Secretary or his duly authorized representative, and to national/agency policies, laws rules and regulations pertinent thereto.

In cases of casual and contractual PMs/PDs of central-based projects, the delegated authorities on financial matters shall automatically be exercised by the Director of the Project Coordination and Management Service, FASPO.

The above-stated delegated authorities do not precludes any orders or special assignments given by the Secretary from time to time, including actions/communications concerning operations of Service/Office which neither violate Department policies or commit the Department to any undertaking not specified by law.

In discharging these delegated functions, the concerned official shall sign "By authority of the Secretary" as the case may be, above his name.

This Order shall take effect immediately and shall remain enforced until revoked in writing. All orders inconsistent herewith are hereby superseded.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary for
Environment and Research

RICARDO M. UMALI
Undersecretary for Natural
Resources Mgt. and Field
Operations

MANUEL E. GONZALES
Assistant Secretary for
Management Services

Memorandum Order

No. 06

May 17, 1993

SUBJECT : Authorizing DENR Officials and Employees to Attend the Streamlining Workshop Scheduled on March 08 and 09, 1993.

In the interest of the service and to finalize the Streamlining reports required under M.O. No. 27, the following DENR Officials and employees are hereby authorized to attend the Streamlining Workshop on March 08 and 09, 1993 at the HRD Training Center:

REGION I

- | | | | |
|----|------------------|---|-----------------------------|
| 1. | Elsa D. Gonzales | - | Budget Officer II |
| 2. | Ben Molano | - | Supervising EMS |
| 3. | Theresa B. Unico | - | Finance Officer |
| 4. | Ruela V. Ugaban | - | HRMO |
| 5. | Antonio Ridulate | - | Computer Operator |
| 6. | Victor Ancheta | - | Regional Technical Director |

REGION II

- | | | | |
|----|-----------------------|---|-----------------------------|
| 1. | Consolacion Bekson | - | Administrative Officer |
| 2. | Josefina Rodriguez | - | HRMO |
| 3. | Mia Rubio | - | Computer Operator |
| 4. | Remigia R. Manuel | - | Budget Officer I |
| 5. | Andres Baccay | - | Budget Officer II |
| 6. | Benito Tumanguil, Jr. | - | Computer Operator |
| 7. | Elias Seraspi | - | Regional Technical Director |

REGION II

- | | | | |
|----|--------------------|---|-----------------------------|
| 1. | Arthur S. Garcia | - | Regional Technical Director |
| 2. | L. R. Antonio | - | |
| 3. | Sonia Manpalat | - | Budget Officer III |
| 4. | Maria Luisa Galban | - | Budget Officer II |

REGION IV

- | | | | |
|----|------------------|---|-----------------------------|
| 1. | Eduardo Principe | - | Regional Technical Director |
| 2. | Manuel Escasura | - | Chief of Planning |

NATIONAL CAPITAL REGION

- | | | | |
|----|----------------|---|-----------------------------|
| 1. | Celso P. Diaz | - | Regional Technical Director |
| 2. | Aida Corpuz | - | HRMO Officer III |
| 3. | Maxima Matibag | - | Budget Officer III |

REGION V

- | | | | |
|----|-----------------------|---|----------------------|
| 1. | Aristia A. Monteriola | - | Budget Officer |
| 2. | Agnes Almonte | - | HRMO III |
| 3. | Conchita Ando | - | OIC, Chief, Planning |
| 4. | Elizabeth Padilla | - | Planning Officer V |

REGION VI

- | | | | |
|----|--------------------|---|--------------------|
| 1. | Maxima T. Lagdamen | - | Budget Officer III |
| 2. | Evelyn Bonete | - | HRMO |
| 3. | Nelde P. Custodio | - | HRMO III |
| 4. | Jesse L. Vego | - | Chief, FRDD |

REGION VII

- | | | | |
|----|----------------|---|----------------------|
| 1. | Irene Gallarde | - | HRMO III |
| 2. | Eduardo Inting | - | OIC, Chief, Planning |

REGION VIII

- | | | | |
|----|-------------|---|--------------------------|
| 1. | Edgar Sabre | - | Administrative Officer V |
| 2. | Fidel Adal | - | Planning Officer V |

REGION IX

- | | | | |
|----|--------------------|---|-----------------------------|
| 1. | Luisito E. Lledo | - | Budget Officer II |
| 2. | Jovita S. Barbaso | - | HRMO III |
| 3. | Zenaida B. Benitez | - | Administrative Officer III |
| 4. | Leonito Umali | - | Regional Technical Director |

REGION X

- | | | | |
|----|-------------------|---|----------------|
| 1. | Pencio C. Yu, Jr. | - | HRMO III |
| 2. | Margott Aguilar | - | Budget Officer |

REGION XI

- | | | | |
|----|------------------|---|--------------------------|
| 1. | Nora T. Alicante | - | Management Audit Analyst |
| 2. | Lilia Vicencio | - | Budget Officer |
| 3. | Adelina Geriola | - | Management Audit Analyst |
| 4. | Matilde Gahid | - | HRMO II |

CORDILLERA ADMINISTRATIVE REGION

- | | | | |
|----|---------------------|---|--------------------|
| 1. | Erlinda Estifonia | - | HRMO III |
| 2. | Josefine Plames | - | Budget Officer III |
| 3. | Frederick Villanoza | - | RTT |

DENR-PROPER

- | | | | |
|-----|-----------------------|---|------------------------|
| 1. | Josie Marie A. Bonto | - | MISD, Chief |
| 2. | Roberto De Leon | - | MISD |
| 3. | Antonio Bautista, Jr. | - | MISD |
| 4. | Editha C. Valenzuela | - | MISD |
| 5. | Erlinda P. Cantil | - | MISD |
| 6. | Lilian T. Yboa | - | MISD |
| 7. | Nenita E. Gutierrez | - | MISD |
| 8. | Ma. Teresa Villaroel | - | PPSO |
| 9. | Gloria Arce | - | FASPO |
| 10. | Erlinda Meram | - | Director, Finance Mgt. |
| 11. | Florentino C. Plaw | - | OIC, Mgt. & Finance |
| 12. | Gaspar Escobar | - | Admin. Officer - MGB |
| 13. | Nestor Madolora | - | DMO IV |
| 14. | Mary Jean Caleda | - | OIC, RSP |
| 15. | Simeon Arante | - | Driver |

- | | | | |
|-----|----------------|---|------|
| 16. | Manuel Gerochi | - | LMB |
| 17. | Eusebio | - | ERDB |
| 18. | Juliet Texon | - | PDED |

The participant shall be entitled to reasonable travelling and related expenses. These expenses shall be charged against the regular funds of the Department, Regions concerned and subject to the usual accounting and auditing rules and regulations.

This Order takes effect immediately.

MANUEL E. GONZALEZ, JR.
Assistant Secretary for
Management Services

Memorandum Order
No. 10
August 11, 1993

SUBJECT : Mandating All DENR Offices, Bureaus, Regions and Attached Agencies to Implement and Support the HRD 2000.

In consonance with the Philippines 2000 which adopts a theme of global excellence and calls for the development of an educated and well-trained workforce toward the year 2000, the DENR hereby launches the attached Seven-Year Manpower Development Program -- The HRD 2000.

The Program envisions the DENR as a highly professionalized government organization efficiently and effectively responding to the growing demands of environmental and natural resources protection, management and development, by the year 2000.

All DENR Offices, Bureaus, Regions and Attached Agencies shall implement the HRD 2000. All HRD Coordinators are hereby instructed to refocus their respective manpower development plans and programs, in line with the HRD 2000.

All DENR officials and employees are hereby mandated to support the implementation of the Program. Likewise, all Bureaus, Regions and Attached Agencies shall maintain their 1993 budget of P200,000 for their respective HRD Offices, in 1994.

The HRD 2000 shall also serve as the framework of the forthcoming AIDAB-assisted HRD Project.

The Human Resource Development Service (HRDS) shall formulate the implementing guidelines of the Program. Through the above-cited HRD Project, the HRDS shall also develop the Program's Detailed Implementation Document.

Signed at the DENR National Training Center, Carranglan, Nueva Ecija, August 9, 1993.

ANGEL C. ALCALA
Secretary

Memorandum Order
No. 12
September 15, 1993

SUBJECT : DENR (Central Office Personnel) as Participating Volunteers to the 1993 Clean Up the World Campaign on 17 September 1993

In pursuit to the observance of the world clean up month - September, the Department of Environment and Natural Resources (DENR) as the lead agency on environmental protection, shall hold commemorative activities on September 17, 1993 in concert with the movers of the Clean Up the World PTY.LTD who is launching a worldwide clean-up on September 17-19, 1993 in cooperation with the United Nations Environment Program (UNEP).

The following personnel who signified volunteerism for the cause towards a common commitment are hereby requested to join the clean-up drive on the abovecited dated on his/her official time which attendance shall be closely monitored by his/her designated group leaders who in turn shall provide the Personnel Division of a list of attendance copy furnished the SPEAD-SCO for documentation purposes.

Group I Leader: Galo Martinez, Jr.

A. PLANNING, POLICY STUDIES OFFICE

1. Julie Gorospe
2. Bella Munoz
3. Evelyn Garcia
4. Roy Tolentino
5. Yul Malicsi
6. Emerson Garcia
7. Marites Escubio

B. RESEARCH AND STATISTICS DIVISION - PLANNING

1. Socorro Belmonte
2. Sally Imperial
3. Remedios Bonifacio

C. PPD - PLANNING

1. Sammy Sapaden
2. Pol Basilio
3. Cecille Mendoza
4. Ada Rotol
5. Rodel Ombao
6. Manny Suarez

D. FASPO

1. Jess Carino
2. Noel Aquino
3. Emma Diez
- 4.. Rey Molina

E. SP. PROJECTS - FASPO

1. Jonas Leones
2. Michael Pastor
3. Flordeliza Tanazas
4. Charles Agati
5. Leonina Pascual
6. Gabriel Capistrano
7. Emma Cabrera
8. Lilihua Garcia
9. Juanita Nacino
10. Emerita Linda Savillonar

F. PDO - FASPO

1. Reynaldo Molina
2. Israel Inocencio
3. Rainier Valera
4. Rosalina Velasco

G. PAD - FASPO

1. Raymunda Agctano
2. Maria Teresa Lundang

H. PAMD, PCMS - FASPO

1. Napoleon del Rosario
2. Francisco Natividad
3. Roberto Gavino
4. Noli Revestir
5. Dexter Gumangan
6. Joselito Castillo
7. Rodrigo Cava

I. PUBLIC AFFAIRS OFFICE

1. Melanio Gacoscosim
2. Ponciano Aranez
3. Ayda Zoleta
4. Paulino collera
5. Marcelo Villarama
6. Armando Mendoza
7. Benito Soriano
8. Remedios Asuncion
9. Elizabeth Cruz

J. MGT. INFORMATION SYSTEM DIVISION

1. Jose Marie Bonto
2. Joselito Martin
3. Julius Castillo
4. Roberto de Leon
5. Emmanuel Miraflores
6. Antonio Bautista
7. Evelyn Rasco
8. Jovel Mariano
9. Editha Tabion
10. Lilian Yboa

K. MANAGEMENT DIVISION

1. Gilbert Mondroy
2. Barbara Villarba
3. Natividad Trofeo
4. Estela Valdez
5. Tito Abrera

6. Abelardo Favila
7. Heidi Natural

L. ACCOUNTING DIVISION

1. Jane Bautista
2. Josephine Basilio
3. Mary June Dandan-aliwalas
4. Letty Llanera
5. Luzcely Vedan
6. Teddy Guevarra

Group II - Leader: Roberto Belen

A. GSD - Ground Floor

1. Domingo Zapata
2. Julius Pedroza
3. Nomer Gabilo
4. Ruben Collantes
5. Joseph Buenavista
6. Porfirio Delina
7. Bibiano Miranda
8. Edmundo Meriel
9. Erlinda Poyatos
10. Josefina Rebusa
11. Gerardo Pason
12. Villarosa Aben
13. Agnes Ocampo
14. German Galaos
15. Felipe Bigornia
16. Ramil Reyes
17. Ellen Saavedra

B. CASHIER SECTION

1. Alvin Legaspi

C. BUDGET DIVISION

1. Narcisa Sese
2. Daniel Garcia
3. Ramona de Leon
4. Cielo Buan
5. Maybel Nate
6. Leonor Batario
7. Rhodora Calungcagin
8. Romeo Contreras
9. Alfonso Vergara
10. Myrna Tadema
11. Annie Dantes
12. Nida Prieto

D. LEGAL SERVICES

1. Manuel Ereno
2. Atty. Guido Taoigan
3. Atty. Ricky Arzadon
4. Roselle Turingan
5. Merietta Mirador
6. Velma Lalunio
7. Susan Agas
8. Myrna Balatayo
9. Marlyn Lucban
10. Redentor Guzman
11. Norma Dineros
12. Antonio Rosales
13. Adelaida Irasusta
14. Marita Marquez

E. RECORDS DIVISION

1. Rene Valdez
2. Jory Biron
3. Josefina Tejana
4. Cresencia Olivar
5. Joaquin Manzilla
6. Teresita Ramos
7. Jesus Tejana
8. Estrella de Leon

GROUP III - Leader: Mario Mendoza

A. MOTORPOOL

1. **Mario Gillego**
2. **Bernardo Gatdula**
3. **Martin Punong bayan**
4. **Jose Ramos**
5. **Cesar Presto**
6. **Mauricio Amurin**
7. **Jimmy Franco**

B. HRDS

1. **Gregorio Alex Caayao**
2. **Dorina Rojas**
3. **Victoria Gemeno**

C. NFDO

1. **Ruel Calong**

D. NRMP

1. **Mary Jane Reyes**
2. **Ioanis Infante**

GROUP IV. Leader: Francisco Abarquez, Jr.

A. HEA

1. **Helen Lee Jimenez**
2. **April Rose G. Mansueto**
3. **Franz Alferez**
4. **Marites Espinol**
5. **Tess Wee**
6. **Laila Alconera**
7. **Benadette Bacasnot**
8. **Zosadar Adarke**
9. **Fely Balabo**
10. **Bheng Sulla**

11. Josie Dimalanta
12. Rosita Piniano
13. Val Villanueva
14. Efren f. Reyes
15. Loy Causapin
16. Tommy Valdez
17. Chito Reyes
18. Gerry Fernandez
19. Jake Maki
20. Stephen Abella
21. Mimi Deang

B. PERSONNEL DIVISION

1. Corita Bartolo
2. Veronidia Azucena
3. Cynthia Austria
4. Maribel Caayao
5. Florencia Alcober
6. Ramon Cruz

C. PIC - SCO

1. Atty. Edgar Navalez
2. Rosalinda Rodriguez

D. ICAD-SCO

1. Edna Juan
2. Roy Gulane
3. Joy copon
4. Danny Reyes
5. Adelio Gutlay
6. Yolanda Tatang

E. NGO DESK - SCO

1. Jocelyn Montemayor

F. SPEAD - SCO

1. Eduardo C. Potenciano
2. William Ragos
3. Consuelo Duano
4. Marcela Estorosos
5. Cesar Almonte
6. Amante Peralta
7. Francia Atos
8. Ernestina Jose
9. Felicitas Arevalo
10. Ester Ocampo

G. SCO DIRECTOR'S OFFICE

1. Maggie Quiambao
2. Teofilo C. Daguio Jr.

H. CARP

1. Mike Tadeo
2. Alice Rosabal

I. FIELD OPERATIONS OFFICE

1. Ari Batac

J. ENR - SECAL

1. Arsenia San Diego
2. Cyrus Borja

K. LIUCP

1. Robert Kagawan

L. IAS

1. Leonor Sanido

This Order shall take effect only on 17 September 1993.

ERLINDA P. MERAM
Director, Financial Services
and concurrent OIC, Asst. Secretary
for Management