



Republic of the Philippines
Department of Environment and Natural Resources
Environmental Law Enforcement and Protection Service
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MEMORANDUM

TO : All ELEPS Personnel

FROM : THE OIC-DIRECTOR
Environmental Law Enforcement and Protection Service (ELEPS)

SUBJECT : RESTRUCTURING AND REITERATION OF OFFICE ORDERS,
GUIDELINES, AND DESIGNATIONS FROM JANUARY 2022

DATE : FEB 02 2022

In adherence to the guidelines set by DENR Administrative Order (DAO) 2014-03 dated 26 March 2014, be informed that Special Orders (SOs) 2022-001, 2022-002, and 2022-003 are restructured and reiterated herein, as follows:

A. Office Guidelines

1. The office will only be open from 7:00 AM to 5:00 PM from Monday to Friday. **No ELEPS personnel are allowed to stay in the ELEPS offices beyond 5:00 PM, except those who logged in at around 9:00 AM during Tuesdays and Fridays.** The latter personnel are allowed to stay in the office until 6:00 PM, and no further beyond that. Unfinished work can be done at home, the next day, or for the next week, as the task necessitates.
2. Only ELEPS-designated D'Triumph utility personnel will be allowed to proceed to the office before and beyond the office hours mentioned above, and only to conduct cleaning and maintenance activities.
3. All computers, printers, photocopying machines, air conditioning units, electric fans, and other electrical equipment shall be shut down by 5:00 PM, except the items being used by those who are on duty until 6:00 PM.
4. All pre-operation and post-operation briefings, coordinating conferences, and other similar meetings which will be held before the 7:00 AM and beyond the 5:00 PM and 6:00 PM limits will only proceed upon direct instruction of the undersigned.
5. Upon return from the execution of a mission order, ELEPS Intelligence Officers and drivers are allowed to rest for fifteen minutes, and thereafter must leave the office premises.
6. Drinking of liquor inside the ELEPS office is hereby banned, in adherence to CSC Resolution No. 1100039.
7. Sleeping inside the ELEPS office premises is also hereby banned, unless directly authorized by the undersigned.
8. All visitors from outside the DENR are required to log in at the desk of the duty security guard before entering the ELEPS offices.

9. The duty security personnel will take note and report to the undersigned any infraction committed by any ELEPS personnel, and appropriate measures and action will be taken in relation to the violations committed.

B. Designation of Executive Assistant

1. **Ma. Fatima M. Lopez**, Legal Researcher, is designated as Interim Executive Assistant prior to the deployment of **Intelligence Officer (IO) Martin R. Racza** as Area of Focus Concern and Monitoring (ACFM) IO for Region I.
2. Upon the deployment of IO Racza, LR Lopez will assume full duties as Executive Assistant.

C. Designation of Representatives To Inter-Office and Interagency Committees, and to Upcoming Seminars/Webinars

1. The following ELEPS personnel are hereby designated as representatives to the following interagency committees:

National Law Enforcement Coordinating Committee - Sub-Committee on Intelligence Coordination (NALECC-SCIC)

Permanent Representative: **IO Edwin A. Ong**
1st Alternate Representative: **IO Fernando M. Granil, Jr.**
2nd Alternate Representative: **IO Eugene D. Boco**

National Law Enforcement Coordinating Committee – Sub-Committee on Organized Crime (NALECC-SCOC)

Permanent Representative: **IO Rodney Claude M. Rafallo**
1st Alternate Representative: **IO Jaworski H. Fugen**
2nd Alternate Representative: **IO Kris Jairah G. Mercado**

Philippine Center for Transnational Crime (PCTC) INTERPOL NCB Manila

Primary Representative: **LR Joey B. de Chavez**
Alternate Representative: **IO Martin R. Racza**

Anti-Illegal Logging Task Force (AILTF) Secretariat

Secretariat Leader: **LR Joey B. de Chavez**
Members: **EA Ma. Fatima M. Lopez**
IO Kris Jairah G. Mercado
GIS Specialist Olivia R. Remedillo
GIS Specialist Alain Jude C. Alejan

2. The following ELEPS personnel are hereby designated as representatives to the following upcoming seminars/webinars:

Natural Resource Crime Investigations, International Law Enforcement Academy* (last week of March 2022)

MCE III Ma. Lourdes O. Griarte **IO Martin R. Racza**
IO Honorio M. Abenojar

* (Executive Assistant IV Antoinette Q. De Leon of the Office of the Undersecretary for Enforcement will be the 4th participant.)

US-Philippines Chemical Security Threat and Risk Assessment Workshop (by Anti-Terrorism Council, Program Management Center)

IO Fernando M. Granil, Jr.
IO Eugene D. Boco

*Building Robust Toxin Attribution, Chemical-Biological Proliferation Activity
Characterization for Ricin, To Enhance Post-Attack Investigations for Ricin*
IO Kris Jairah G. Mercado
EMS Chrisangelo D. Pagulayan

D. Designation and Deployment of ELEPS Personnel to ACFM

In adherence to the vision of the Secretary for strengthened environmental law enforcement and protection, and in order to better implement the objectives set forth by our Work and Financial Plan (WFP) for 2022, the following ELEPS personnel are hereby designated to their following ACFM:

<i>Name of ELEPS Personnel</i>	<i>Code</i>	<i>ACFM</i>
IO Kris Jairah G. Mercado	114	National Capital Region (NCR)
IO Martin R. Racza	113	Region I (Ilocos Region)
IO Wendel D. Vergara	105	Region II (Cagayan Valley)
IO Edwin A. Ong	106	Cordillera Administrative Region (CAR)
IO Larry I. Domingo	103	Region III (Central Luzon)
IO Rommel A. Del Rosario	110	
IO Jaworski H. Fugen	111	Region IV-A (CALABARZON)
IO Eduardo B. Constantino	107	
IO Fernando M. Granil, Jr.	108	Region IV-B (MIMAROPA)
		Region VI (Western Visayas)
IO Rodney Claude M. Rafallo	112	Region V (Bicol Region)
IO Eugene D. Boco	109	Region VII (Central Visayas)
MCE III Maria Lourdes O. Griarte	115	Region VIII (Eastern Visayas)
IO Ronald R. Milan	104	Region IX (Zamboanga Peninsula)
IO Honorio M. Abenojar	102	Region X (Northern Mindanao)
IO Ronald R. Milan	104	
IO Honorio M. Abenojar	102	Region XI (Davao Region)
IO Honorio M. Abenojar	102	Region XII (Soccsksargen)
IO Ronald R. Milan	104	
IO Eugene D. Boco	109	Region XIII (Caraga Region)

Col. Arnold M. Macadangdang (Ret.), Code 101, will act as the ACFM Coordinator, and will directly report to the undersigned on relevant matters.

All deployed ELEPS personnel are advised to coordinate with the undersigned and with the designated ACFM Coordinator at all times, in particular with regard to their conduct of investigation, surveillance, information gathering, and other relevant activities. The

approval of the undersigned for the conduct of operations must first be secured at all times.

Fund support for the deployment will be discussed as soon as possible.

All provisions of this memo are to be observed at all times. Failure to adhere to the above guidelines will result in disciplinary action from this office.

For information and strictest compliance.


BGEN REUEL N. SORILLA (Ret.)