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**REGIONAL SPECIAL ORDER**

No. 310 *mag*  
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**SUBJECT: RECONSTITUTION OF THE DENR-PENRO OCCIDENTAL MINDORO  
GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GADFPS)**

In the interest of the service and as part of the continuing improvement and strengthening of the GAD mainstreaming efforts into the DENR programs and services, the DENR PENRO Occidental Mindoro GAD Focal Point System (PGADFPS) is hereby reconstituted.

It shall be composed of the following officials and personnel, and Technical Committees:

Chairperson : **EMILIZA A. CALABIO**  
Chief- Conservation and Development Section  
Vice Chair : **DONEBELLE S. MESINA**  
Accountant III

**A. Plans, Programs and Budget**

Head : **ALVIN E. SANICO**  
Forester II/ OIC Planning Officer  
Deputy Head : **JOSEPHINE S. TAÑADA**  
Budget Officer II  
Member : **ANN CHERYL JANE H. VARGAZ**  
Administrative Officer I

Functions:

1. Spearhead the preparation of GAD WFP;
2. Ensure that only activities included in the annual WFP shall be undertaken using the GAD Budget; and
3. Review the GAD Plan and Budget of PENRO and CENROs for submission to the Regional Office.

**B. Monitoring and Evaluation**

Head : **FERLINDA S. CASTILLO**  
Chief, Regulation and Permitting Section  
Deputy Head : **WILFREDO T. AQUINO**  
Land Management Officer II  
Member : **VERNADETTE C. FULGENCIO**  
Forest Technician II

Functions:

1. Ensure that the GAD targets in the DENR-PENRO are achieved;
2. Spearhead the evaluation of GAD Mainstreaming efforts in the DENR using gender analytical tools like Gender Monitoring and Development Guidelines (HGDG); and
3. Prepare and review the annual GAD Accomplishment Report (AR) and monitor the submission to the Regional Office.

**C. Training and Development**

Head	:	<b>ABE R. FRANCISCO</b> Chief Administrative Officer
Deputy Head	:	<b>VON ERIKA S. CAUSAPIN</b> Personnel Officer
Member	:	<b>JOHN SYRIES V. RAGMAT</b> Administrative Aide IV

Functions:

1. Take the lead in capacitating DENR-PENRO employees and in crafting the 3-tiered (Basic/Rank-and-file, middle management, top management) training module manuals;
2. Develop DENR-GAD pools of Trainers;
3. Initiate the development of a system to track the career path of DENR employees;
4. Endeavor to maintain a sex-disaggregated database of trained personnel; and
5. Spearhead other training-related activities, like the conduct of the GAD related Training Needs Assessment (TNA) of personnel at DENR-PENRO.

**D. IEC and Special Events**

Head	:	<b>SHYLA ALAH Z. ABUTAN</b> Planning Officer
Deputy Head	:	<b>LYZA ELLAINE A. BERNABE</b> Supply Officer
Member	:	<b>JOCELYN C. ALMACEN</b> Forest Ranger

Functions:

1. Prepare GAD IEC materials;
2. Distribute GAD related materials to consumers;
3. Provide audio-video technical assistance, when necessary;
4. Take the lead in organizing and mobilizing DENR-PENRO employees during GAD special events like celebration of the National Women's Month; and
5. Endeavor to maintain a sex-disaggregated database of IEC materials distributed, people mobilized, and special events, among others.

## **E. Information and Communication Technology**

Head : **HENRY A. MARMOL**  
Information Analyst II

Deputy Head : **MARIA JESSICA P. DEL ROSARIO**  
Administrative Officer I

Member : **QUININA JOIE A. LOPEZ**  
Forest Ranger

### Functions:

1. Act as repository of all DENR-GAD related database information,
2. Maintain the DENR-GAD web portal; and
3. Assist in the Gender Mainstreaming Monitoring System (GMMS).

## **F. Secretariat**

Head : **MARY DOMINIQUE B. LAVADIA**  
Engineer II

Deputy Head : **MICHELLE B. UMALI**  
Planning Officer II

Members : **SARAH A. MADERAZO**  
Administrative Aide VI

**NILDA T. MANCILLA**  
Forest Ranger

### Functions:

1. Provide all necessary communications/logistics/other materials needed in all activities of PENRO and CENROs;
2. Keep all GAD-related records of PENRO and CENROs;
3. Document the proceedings of all DENR-PENRO/CENRO GADFPS meetings; and
4. Manage the funds allocated for GAD-related activities in the Provincial Office.

This order shall take effect immediately and supersedes other issuances inconsistent herewith.

  
**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director 



Department of Environment  
and Natural Resources  
MIMAROPA Region



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