



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

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DENR MIMAROPA
RECORDS SECTION
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MAR 28 2023

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BY: _____ DATE NO. _____
TIME: _____

March 23, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515 DENR By the Bay Building, Roxas Boulevard
Barangay 668, Ermita, Manila

FROM : Provincial Environment and Natural
Resources Officer

SUBJECT : **PENRO SPECIAL ORDER ASSIGNING THE PERSONNEL OF
CENRO TAYTAY-EL NIDO, PALAWAN TO THE VARIOUS
FUNCTIONAL DUTIES AND RESPONSIBILITIES**

Forwarded is the PENRO Special Order assigning the personnel of CENRO Taytay-El Nido, Palawan to various functional duties and responsibilities.

We are requesting for the affirmation of the said special order.

For her information and consideration.


FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By: _____
Date: 23 MAR 2023 CN 2023-772



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PENRO Special ORDER
No. 2023 - 044, Series of 2023
Date MAR 23 2023

SUBJECT: CONSOLIDATED REORGANIZATION OF OFFICIALS AND EMPLOYEES OF THE COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE (CENRO) IN TAYTAY, PROVINCE OF PALAWAN

Explanatory statement

The municipalities of Taytay and El Nido, Province of Palawan have thirty-one (31) barangays and eighteen (18) barangays, respectively, and a combined area of two hundred twenty thousand five hundred forty-two and sixty-nine hundredths (220,542.69) hectares. The jurisdiction also includes two (2) protected areas namely: the Malampaya Sound Protected Landscape and Seascape (MSPLS) and El Nido-Taytay Managed Resource Protected Area (ENTMRPA) which the marine components extend to one hundred eleven thousand and three hundred thirty-nine (111,339) hectares and fifty-three thousand, three hundred thirty (53,330) hectares, respectively.

The CENRO has fifty-nine (59) approved items in the staffing pattern but some who hold the position are reporting at the other CENRO in the province and some in the PENRO as a result of reassignment or promotion. Hence, this Special Order is necessary as a strategy of multitasking to meet the demand of public service within the bounds of the law.

Moreover, previous Special Orders inconsistent with the issuance of the Manual of Authorities for Management Services and Technical Services (Department (DENR) Administrative Order 2022-09 and 2022-10, respectively) have been deemed superseded.

With prior permission of the Regional Executive Director for MIMAROPA, this Order is issued, thus:

Position/Acronym/Abbreviation

To simplify terms in this Order, the following acronyms and abbreviations are hereby supplied:

Admin Aide	-	Administrative Aide
APASu	-	Assistant Protected Area Superintendent
CBFM	-	Community Based Forest Management
CENRO	-	Community Environment and Natural Resources Office/r
COS	-	Contract of Service
CSC	-	Certificate of Stewardship Contract
DENR	-	Department of Environment and Natural Resources

DMO	-	Development Management Officer
DRRMC	-	Disaster Risk Reduction Management
EcoMS	-	Ecosystem Management Specialist
EDATS	-	Electronic Data Action Tracking System
MES	-	Monitoring and Enforcement Section
ENTMRPA	-	El Nido-Taytay Managed Resource Protected Area
EMS	-	Environmental Management System
FP	-	Focal Person
Forest Tech	-	Forest Technician
FPMS	-	Forest Product Monitoring Station
GIS	-	Geographic Information System
GPS	-	Global Positioning System
IAC	-	Inspection and Acceptance Committee
ISF	-	Integrated Social Forestry
IEC	-	Information, Education, Communication
LAWIN	-	Landscape and Wildlife Indicator
LMI	-	Land Management Inspector
LMO	-	Land Management Officer
MIMAROPA	-	Mindoro, Marinduque, Romblon, Palawan
MSPLS	-	Malampaya Sound Protected Landscape and Seascape
NGP	-	National Greening Program
PASS	-	Planning, Administrative and Support Section
PMF	-	Park Maintenance Foreman
PAMO	-	Protected Area Management Office
PASu	-	Protected Area Superintendent
PEMO	-	Provincial Environmental Management Office/r
PENRO	-	Provincial Environment and Natural Resources Office/r
RED	-	Regional Executive Director
RPS	-	Regulation, Permitting Section
SCDO	-	Special Collecting and Disbursing Officer
SI	-	Special Investigator
SEMS	-	Senior Ecosystem Management Specialist
SvEMS	-	Supervising Ecosystem Management Specialist
QMR	-	Quality Management Representative
QMS	-	Quality Management System
QRT	-	Quick Response Team

Purpose and designation

In the exigency of the service this Special Order is hereby issued, designating the following officials and employees of the CENRO for the municipalities of Taytay and El Nido, Palawan to perform the duties and responsibilities meant so of the designation:

A. Planning, Administrative and Support Section (PASS)

Name	Position	Designation
Mariano P. Lilang, Jr.	DMO IV	PASS Chief
A.1 Planning Unit		
Precy M. Obrique	Forest Tech II	Planning Officer
A.2 Administrative and Support Unit		
Rose P. dela Cruz	Credit Officer I	Administrative and Support Unit Chief
Mary Ann D. Bulacan	Forest Tech I	SCDO
Norie D. Pineda	Admin Aide VI	Acting Property Custodian/Supply Officer and Document Releasing Clerk
Jeanette P. Allado	Admin Aide	Document Receiving Clerk and

	VI	Focal Person for EDATS
Cañette O. dela Rosa	Admin Aide VI	Hearing Clerk Administrative and Support Unit Staff
Angelina L. Badao	Forest Ranger	Focal Person for email, Land Patent Preparer, Alternate Records Officer, Alternate Releasing Clerk
John Gil C. Lagrana	Forest Ranger	Driver
A.3 Records Unit		
Aibie A. Barda	Admin Aide VI	Records Officer Focal Person on Client Satisfaction Survey
A.4 IEC Unit		
Rodel M. Dorado	Forest Tech I	Information Officer & Chief, IEC Unit
Note: IEC Unit shall be supplemented by CENRO memorandum assigning representative in each Section and may be replaced through updated memorandum as the need arises, provided that the memorandum adheres with this Order, and a copy thereof is furnished the PENRO.		
A.5 Geographic Information System Unit		
Donna C. Tabernilla	Forester II	GIS Unit Chief
Jones Manoel Y. Lafuente	SI I	GIS Focal person for patents, ADR, Utilization, and WARUS
Mary Ann D. Bulacan	Forest Tech I	GIS Focal person for MSPLS
Lanie Jane A. Rey	Forest Tech I	GIS Focal person for CBFM, CADT/CADC, and ENTMRPA
Gerald J. Namoc	Forest Tech I	GIS Focal person for NGP and LAWIN
MGB/EMB personnel	(as embedded)	MGB and EMB activities

B. Regulation, and Permitting Section (RPS)

Name	Position	Designation
David F. Dalino	LMO III	Chief. Regulation and Permitting Section Recalled from PENRO (RSO 68, Series of 2023 dated February 21, 2023
B.1 Surveys and Mapping Unit		
Marian B. Lachica	Engineer II	Chief, Surveys and Mapping Unit
B.2 Patents, and Deeds Unit		
Elvie G. Base	LMO II	Chief of Licenses, Patents and Deeds Unit
B.3 Water Resource Utilization Unit		
Ana Liza D. Marasigan	EMS II	Chief of Water Regulation Unit
B.4 Licensing and Permitting Unit		
Gerald J. Namoc	Forest Tech I	Chief, Forest Utilization and Permitting Unit
B.5 Forest Engineering and Land Classification Unit		
Timoteo B. Magnaye, Jr.	Forest Tech I	Chief, Forest Engineering/Land Classification Unit
Note: The CENRO may strengthen the various units through the issuance of Office Memorandum; provided, that it adheres with this Order, and a copy thereof is furnished the PENRO.		

C. Monitoring and Enforcement Section (MES)

Name	Position	Designation
Donna C. Tabernilla	Forester II	Chief, Monitoring & Enforcement Section
C.1 Surveillance and Operations Unit		
Michael L. Marasigan	Forester I	Chief, Surveillance and Operations Unit
Rodel M. Dorado	Forest Tech I	LAWIN Data Manager
There are six (6) FPMSs in the jurisdiction namely:		

FPMS I which also serves as station of the Quick Response Team (QRT) by the Rotonda, Poblacion, Taytay, Palawan		Covering the barangays of Poblacion, Bantulan, Biton, Pamantolon, Pularaquen, Busybees, Baras, and Paly
FPMS II by the National Highway, Bagong-bayan, El Nido, Palawan		covering the barangays of Cataban, Liminangcong (terrestrial), and Pancol of Taytay, and Barangays of Bagong bayan, and Bebeladan of El Nido
FPMS III Ibangle, Abongan, Taytay, Palawan		Covering the barangays of Abongan, Bato, Calawag, Talog, Paglaum, Libertad, and Alacalian of the municipality of Taytay
FPMS IV Lamoro, Pasadena, El Nido, Palawan including the Dive House in Corong-corong, El Nido, Palawan		covering the barangays of Aberawan, Manlag, Corong-corong, Masagana, Maligaya, Buenasuerte, Villa Libertad, Pasadena, Barotuan, and Bucana of the municipality of El Nido
FPMS V New Ibajay, El Nido, Palawan		Covering the barangays of Teneguiban, San Fernando, Sibaltan, New Ibajay, Villa Paz and Mabini of the Municipality of El Nido, and Barangays Sandoval, Silanga, Dipla, Maytegued, Batas, Casian, and Debangon, of the Municipality of Taytay
FPMS VI Old Guinlo, Taytay, Palawan		Covering the marine area within the MSPLS, Coastal area of Liminangcong, Barangays of Tumbod, San Jose, Banbanan, Minapla, Old and New Guinlo
Note: Teams assignment on the activities at the various FPMSs, including of the Quick Response Team and the rotation or shuffling thereof shall be at the discretion of the CENR Officer through Office memorandum; provided, that it adheres with this Order, and a copy of thereof shall be furnished the PENRO.		
C.2 Compliance Monitoring Unit		
Donna C. Tabernilla	Forester II	Chief, Compliance Monitoring Unit (Monitoring team/s shall be composed through CENRO memorandum)
C.3 CSC/ISF/CBFM Unit		
Zion S. Sunit	Forest Tech II	Chief, CSC/ISF Unit
Yolando D. Edep, Jr.	Forest Ranger	Assistant CBFMA Desk Officer
Note: The members of Compliance Monitoring Team on various instruments of tenure issued within the jurisdiction shall be at the discretion of the CENR Officer through office memorandum, including their replacement when necessary; provided, that it adheres with this Order and a copy thereof shall be furnished the PENRO.		

D. Conservation and Development Section

Name	Position	Designation
Clarissa P. Pador	Forester III	CDS Chief
D.1 Protected Area Management and Biodiversity Conservation (PAMBC) Unit		
Ana Liza D. Marasigan	EMS II	Chief, Conservation Unit

Precy M. Obrique	Forest Tech II	PAMBC Staff
D.2 Reforestation/National Greening Program Unit		
Nikkie C. Edep	Forester I	NGP Coordinator
Richard M. Pariñas	Forest Ranger	Asst NGP Coordinator
D.3 CBFM Unit		
Zion S. Sunit	Forest Tech II	CBFM Desk Officer
Yolando D. Edep, Jr.	Forest Ranger	Assistant CBFMA Desk Officer
D.4 Marine and Coastal Zone Management Unit		
Lucila G. Candeleja	Forest Technician II	Chief, Coastal and Marine Unit
D.5 Watershed Management Unit		
Richard M. Pariñas	Forest Ranger	Chief, Watershed Management Unit
Note: The CENRO shall have the discretion through Office Memorandum on additional tasking in the CDS and the various Units to meet the targets; provided, that the memorandum adheres with this Order, and a copy thereof shall be furnished the PENRO and the RED.		

E. Protected Area

Name	Position	Designation
E.1 ENTMRPA		
Mildred A. Suza	SvEMS	PASu – ENTMRPA (DENR Special Order - 2020-148 dated May 12, 2020)
Jenuel P. Casel	PMF	Assistant PASu – ENTMRPA (Regional Special Order – 379 dated October 28, 2020 SCDO -ENTMRPA
Lany Jane A. Rey	Forest Tech II	ENTMRPA PAMO Assistant
E.2 MSPLS		
Clarissa P. Pador	Forester III	PASu – MSPLS (DENR Special Order – 2020-148 dated May 12, 2020)

F. Other Designations and Working Teams

F.1 Inspection Committee on Office Property, Supplies and Infrastructure Projects (CENRO SO 018 dated October 6, 2022 inconsistent to DAO 2014-3 and revoked under DAO 2022-09)		
Name	Position	Designation
Marian B. Lachica	Engineer II	Committee Chair
Timoteo B. Magnaye, Jr.	Forest Tech I	Committee Member
Aibie G. Barda	Admin Aide VI	Committee Member
F.2 Technical Working Group of (TWG) or The Implementation of Green Economy Model (GEM) in the various barangays of El Nido, Province of Palawan (DENR MIMAROPA Region Special Order 333 dated October 24, 2022)		
Name	Position	Designation
Conrado M. Corpuz	CENR Officer	Chairperson
Mildred A. Suza	SvEMS/PASu-ENTMRPA	Vice Chairperson
Lanie Jane A. Rey	Forest Tech I	GEM Focal Person
Team A : Water Quality and Solid Waste Management Monitoring Team		

Edna Velasco	PEMO	Team Leader
Nicaith Trisha B. Enrile	EMS I	Member
PAMO ENTMRPA Representative		Member
Team B : Delineation and demarcation of easement pursuant to PD 1067 and RA 11038		
Marian B. Lachica	Engineer II	Team Leader
Jenuel P. Casel	PMF	Member
Richard M. Pariñas	Forest Ranger	Member
Team C : Inventory of illegal structures & monitoring of compliance to notices/orders issued		
Lucila G. Candeleja	Forest Tech II	Team Leader
MES Chief or representative		Member
Precy M. Obrique	Forest Tech II	Member
Voltaire M. delos Angeles	Forest Tech I	Member
Team D: Information, Education, Communication (IEC) and Coordinating Team		
Mariano P. Lilang, Jr.	DMO IV	Team Leader
Elvie G. Base	LMO II	Member
Rodel M. Dorado	Forest Tech I	Member
Richard M. Pariñas	Forest Ranger	Member

F.3 Environmental Management System Core Team (DENR MIMAROPA Region Special Order 321, October 19, 2022)		
Name	Position	Designation
Mariano P. Lilang, Jr.	DMO IV	Head
Mildred A. Suza	SvEMS	Member
Clarissa P. Pador	Forester III	Member
David F. Dalino	LMO III	Member
Michael L. Marasigan	Forester I	Member
Lucila G. Candeleja	Forest Tech II	Member
Ana Liza D. Marasigan	EMS II	Member
Donna C. Tabernilla	Forester II	Member
Precy M. Obrique	Forest Tech II	Member
Aibie A. Barda	Admin Aide VI	Member
Lanie Jane A. Rey	Forest Tech I	Member
Rodel M. Dorado	Forest Tech I	Member

F.4 Quality Management System Organization (RSO No. 50, February 14, 2023)		
Name	Position	Designation
Mariano P. Lilang, Jr.	DMO IV	QMR
David F. Dalino	LMO III	Deputy QMR/QMS FP
QMS Core –Planning Team		
Precy M. Obrique	Forest Tech II	Chair
Lanie Jane A. Rey	Forest Tech II	Member
Angelina L. Badao	Forest Ranger	Member
QMS Core – Education & Training Team		
Ana Liza D. Marasigan	EMS II	Chair
Lucila G. Candeleja	Forest Tech II	Member
Rodel M. Dorado	Forest Tech I	Member
QMS Core – Internal Audit Team		
Mildred A. Suza	SvEMS	Chair
Clarissa P. Pador	Forester III	Member
Marian B. Lachica	Engineer II	Member
QMS Core – Workplace Organization Team		
Elvie G. Base	LMO II	Chair

Michael L. Marasigan	Forester I	Member
Joanna Jean L. Talamayan	LMI	Member
QMS Core – Documentation and Records Control Team		
Aibie A. Barda	Admin Aide VI	Chair
Norie D. Pineda	Admin Aide VI	Member
Jeanette P. Allado	Admin Aide VI	Member
QMS Core - Secretariat		
Donna C. Tabernilla	Forester II	Chair
Nikkie C. Edep	Forester I	Member
Zion S. Sunit	Forest Tech II	Member
Note: The CENRO may assign temporary substitution through Office Memo ANA.		

F.5 Green Fins Team ENTMRPA (DENR MIMAROPA Region Special Order 321 dated October 19, 2022)		
Name	Position	Designation
Jenuel P. Casel	PMF	Green Fins Assessor
Precy M. Obrique	Forest Tech II	Green Fins Assessor
Mary Ann D. Bulacan	Forest Tech I	Green Fins Assessor
Lucila G.Candeleja	Forest Tech II	Green Fins Coordinator

F.6 Designation of CENRO Focal Persons on the Concerns of the DRRMC (DENR MIMAROPA Region Special Order 282 dated April 13, 2021)		
Name	Position	Designation
Mariano P. Lilang, Jr.	DMO IV	Team Leader
Marian B. Lachica	Engineer II	Member
Jenuel P. Casel	PMF	Member
Rodel M. Dorado	Forest Tech I	Member
Ricardo S. Tandoc	Forest Ranger	Member

F.7 Permanent and Alternate Focal Person of cenro8888taytay@gmail.com (PENRO Special Order 2022-011 dated February 11, 2022 inconsistent to and deemed revoked by DAO 2022-09)

Name	Position	Designation
Mariano P. Lilang, Jr.	DMO IV	Permanent Focal Person Messenger Account: Jhun Lilang
Elvie G. Base	LMO II	Alternate Focal Person Messenger Account: Xian Gab

F.8 Permanent and Alternate Pollution Control Officer		
Name	Position	Designation
Mariano P. Lilang, Jr.	DMO IV	Permanent Pollution Control Officer
Ana Liza D. Marasigan	EMS II	Alternate Pollution Control Officer

F.9 TWG for the reversion of Abandoned, Undeveloped, Underutilized (AUU) Fishponds and Other Related Mangrove Conservation and Rehabilitation Policies.		
Name	Position	Designation
Conrado M. Corpuz	CENRO	Chair, TWG
Mariano P. Lilang, Jr.	DMO IV	Alternate Chair, TWG
Mildred A. Suza	SvEMS	Member, TWG
Clarissa P. Pador	Forester III	Member, TWG
David F. Dalino	LMO III	Member, TWG

INSTRUCTION AND INCLUSION

In all of the foregoing, and upon release of this Order and receipt at the CENR Office, the CENR Officer shall issue Office memorandum/memoranda as the need arises relating to herein designations, among others, in order to meet the highest intent hereof aligned to the core values of the Department. The CENR Officer should ensure that the compliance to this Order shall be in strict conformity with DAO 2022-09, DAO 2022-10, and other consistent issuances still being observed all meant for public interest. In the absence of duly authorized signatories, the official-next-in-rank or officer in charge shall sign for and in their behalf pursuant to Section 5.c of RA 6713, in addition to the provision in page 3 of DAO 2022-09.

The foregoing assignment is deemed a multitasking and the performance of the work by the official and employee is clothed by this issuance.

COMPLIANCE

Designees herein shall inform this Office in writing of their compliance hereof. They shall include the tasks in their Individual Performance Commitment and they shall be periodically assessed and rated on.

SUPERSEDING AND SEPARABILITY CLAUSE

All previous inconsistent Orders of the PENRO and CENRO are hereby deemed superseded or modified pursuant to the provision under pages 26 and 27 of 52, Human Resource Action where the authority is with the Regional Executive Director. If any part of this ORDER is hereafter held invalid, the rest of the provision shall continue to be valid in force and effect.

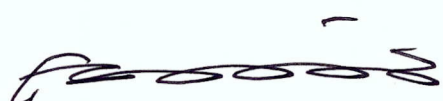
VALIDITY AND AUTHENTICATION

This Special Order, consisting eight (8) pages, takes effect on the first working hour of _____ and onwards unless revoked/superseded by the undersigned or his successor or higher authority. This consists eight pages with every page bearing the undersigned's signatures and the reproduction hereof as reference for all legal intents is valid only when duly authenticated by any of the Records Officer of the PENRO or CENRO. Unauthenticated reproduced copies are understood invalid.

Signed this _____ at the PENR Office, Sta. Monica, Puerto Princesa City.

Recommending issuance:

CONRADO M. CORPUZ
Community Environment and
Natural Resources Officer


FELIZARDO B. CAYATOC
Provincial Environment and Natural Resources Officer