



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR

NO. 15
Series of 1995

**SUBJECT : DESIGNATION OF PERSONNEL IN THE OFFICE OF THE
UNDERSECRETARY FOR FIELD OPERATIONS AND SUPPORT
SERVICES**

In the interest of the service and in view of the need to be more responsive to the needs of the Department and other clientele, the following personnel of the Office of the Undersecretary for Field Operations and Support Services are hereby given their assignments based on their respective programs:

Chief of Staff : John E. V. Alikpala

Information Management Program for Operations

c/o Information Management and Research Unit

Unit Head - Rigoberto Castro

Functions/Staff

I. Data Analysis for Corporate Planning

Carol Cristine R. Baltazar
Felixberto Javier
Marlito F. Flaris
Doreen Garciano

II. Capability Building and Extension

Gerardo Balista
Marie Procerlyn Fabros
Gloria T. Rebucas

Private Agricultural Lands Program

c/o PAL Unit

Unit Head - Ma. Joy A. Octavo

Functions/Staff

I. Geographical/Crop-Based/Landholding-Based

Rogelio Borbon
Aracelli Lanas
Nestor Ambalina
Dennis Joseph Cruz
Gilbert Jaramillo

II. Pipeline Monitoring

Ana Maria P. Garcia
Luzviminda Fonacier

Technical Assistance to Field Operations Program

c/o Field Support Unit

Unit Head - Marilen P. Tomelden

Functions/Staff

- * Document-retrieval, Research
- * Budget Request/Logistics
- * Coordination with CARP Agencies

Floro Espares
Veronica Siccion
Samuel Gali

Peasants & Landowners Assistance Program

c/o Peasants/Landowners Assistance Unit

Unit Head - Alexandra M. Naz

Functions/Staff

- * communications
- * walk-in clients
- * PO cases

Manuel D. Gacula
Jose Balili, Jr.
Ma. Concepcion Real
Rosa R. Mendoza
Lilibeth Gulapa-Lee

Administrative Staff :

Leila Bolo
Arlene Gutierrez
Rosalinda Lorenzo
Maribel Suan
Grace Teresita Suarez
Leticia Sims
Bonifacio Lagumbay
Eduardo Tubio
Evangeline B. Calope (assigned to FS Unit)
Corazon Mandapat (assigned to PAL/IMRUnits)

Under this Circular, the Unit Heads are authorized to recommend travel orders for personnel in their respective units. However, all travel orders should be certified by the Chief of Staff before the approval of the Undersecretary. The Unit Heads are hereby authorized to sign Daily Time Cards of their members, provided that these have been reviewed and initialed by the Chief of Staff. Daily Time Cards of all the other staff will be signed by the Undersecretary. Applications for leave of all personnel shall be subject to the approval of the Undersecretary.

This Circular takes effect immediately and supercedes previous issuances inconsistent hereto.

Diliman, Quezon City. 16 June 1995



JOSE NOEL D. OLANO

Undersecretary