



MEMORANDUM CIRCULAR

NO. 17  
Series of 1994

**SUBJECT:** Restructuring the Office of FOG/SSO, Circular No. 3, Series of 1993, Circular No. 5, Series of 1993, Circular No. 218, Series of 1994

In the interest of the service and in order for the Office of the Undersecretary for Field Operations and Support Services to perform better and improve its operations, the following personnel are hereby given their new assignments:

**Administrative:**

Cecille Eium  
Leila Bolo  
Eduardo C. Tubio  
Bonifacio Lagumbay  
Maribel Suan  
Leticia Sims  
Rosalinda P. Lorenzo  
Arlene Gutierrez

**Information Management & Research Unit:**

Rigoberto N. Castro - Unit Head  
Alma Dulce Deapera  
Ruel Limbo  
Carol Christine Baltazar  
Romeo Cabasa  
Lito Flavis  
Alex Javier  
Ma. Theresa Manansala

**Programs:**

Ma. Joy A. Octavo - Unit Head  
John V. Alikpala  
Alexandra M. Naz  
Marilen Tomelden  
Aracelli Lanas  
Dennis Joseph Cruz  
Gilbert Jaramillo  
Manuel Gacula  
Floro Espares

**Special Operations:**

Joselito Nathaniel Diaz - Unit Head  
Anna Garcia  
Rose Mendoza  
Luzviminda Fonacier  
Erlinda Felipe  
Nestor Ambalina  
Marie Procerlyn Fabros  
Lilibeth Lee  
Gerardo Balista  
Ma. Concepcion Real  
Jose Balili, Jr.  
Evangeline Calope

Under this Circular, the Special Operations Unit Head is authorized to recommend travel orders and sign Daily Time Cards of the Special Operations staff. However, travels and time cards of unit heads will be signed by the undersigned. Applications for leave of all FDG/SSD personnel shall be subject to the approval of the Undersecretary.

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

Diliman, Quezon City, 20 December 1994.



JOSE NOEL D. OLAND  
Undersecretary for Field Operations  
and Support Services