



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR

NO. 07

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 reorganization of the Office of the Undersecretary for Field Operations and Support Services, the following personnel are hereby given their respective assignments:

Chief of Staff	:	John E. V. Alikpala	
Technical Staff	:	Ma. Joy A. Octavo Alexandra M. Naz Rigoberto N. Castro	
Administrative Staff	:	Leila Bolo Eduardo Tubio Arlene Gutierrez Rosalinda Lorenzo Maribel Suan Leticia Sims Bonifacio Lagumbay Evangeline B. Calope (assigned to Spec. Op. Team) Corazon Mandapat (assigned to Spec. Op. Team)	
Programs and Information Management & Research Team:		Marilen Tomelden Floro Espares Dennis Joseph Cruz Gilbert Jaramillo Manuel Gacula Alma Dulce Deapera Ruel Limbo Carol Cristine Baltazar	- Head

Felixberto Javier
Romeo Cabasag
Ma. Theresa Manansala
Marlito Flaris

Special Operations Team:

Joselito I. Diaz - Head
Ana Maria P. Garcia
Lilibeth Gulapa-Lee
Nestor Ambalina
Ma. Concepcion Real
Rosa R. Mendoza
Gerardo Balista
Luzviminda Fonacier
Jose Balili, Jr.
Maria Procerlyn Fabros

Under this Circular, the Team Heads are authorized to recommend travel orders. However, all travel orders should be certified by the Chief of Staff before the approval of the Undersecretary. The Team Heads are hereby authorized to sign Daily Time Cards of the Team 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. 09 May 1995


JOSE NOEL D. OLANO
Undersecretary