



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

August 1, 2017

**DEPARTMENT PERSONNEL ORDER**

No. 2017 - 3486

**SUBJECT: Authority for Selected Department of Health Personnel to Attend the Training on Basic Records Management (Batch2) on September 25-27, 2017 at Grand Regal Hotel, Davao City**

Republic Act 9470 or the National Archives of the Philippines Act of 2007 aims to strengthen the system of management and administration of archival records in the country, where it posed all government agencies to properly manage and organize its records and archives to preserve cultural, historical, administrative, financial and legal values of these documents.

With the implementation of the Rationalization Plan under Executive Order No. 366, Department of Health personnel were either promoted or got hired to a new position. Based on the Training Needs Assessment (TNA) conducted by the Knowledge Management and Information Technology Service (KMITS) through the Central Records and Archives Unit (CRAU) last March 2017, results showed that there is a need to capacitate the newly designated Records Officers / Records Custodians.

In this regard, authority is hereby given to the following DOH personnel to attend the Training on Basic Records Management on September 25-27, 2017 at Grand Regal Hotel, Davao City:

**A. CENTRAL OFFICE**

NAME	POSITION	OFFICE
1. April Rhea Molina	Admin. Officer III	Knowledge Management and Information Technology Service (KMITS)
2. Anthony Palicte	Data Controller II	KMITS
3. Verona Oblepias	Admin. Assistant III	KMITS
4. Joebet Miranda	Information Technology Officer	KMITS
5. Joel James Vargas	Admin. Assistant II	PNAC
6. Ma. Theresa Aparent	Admin. Assistant V	FMS-Accounting
7. Jennifer Rabino	Admin. Officer Designate	Philippine Network for Organ Donor Sharing

**B. REGIONAL OFFICE**

NAME	POSITION	OFFICE
1. Liberty Asdaon	Admin. Officer V	Regional Office IX

### **C. HOSPITAL / TREATMENT AND REHABILITATION CENTER**

<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>
1. Ciela Marie Aquino	Computer Maintenance Technologist II	TRC Dagupan
2. Rosemarie Ruelos	Admin. Officer III	Philippine Orthopedic Center
3. Lianne Santos	Statistician II	Bataan General Hospital
4. Ronnie Adrian Nuñez	Data Controller I	Batanes General Hospital
5. Anita Luclucan	Supervising Admin. Officer	Veterans Regional Hospital
6. Charlette Donna Juaton	Admin. Officer III	Davao Regional Medical Center
7. Myla Borromeo	Admin. Officer III	Talisay District Hospital
8. Cecilia de Luna	Medical Records Officer Designate	Western Visayas Sanitarium
9. Pauline Eisha Ferre	Admin. Asst. I	Western Visayas Medical Center
10. Donald Calinao	Admin. Aide IV	Bicol Sanitarium
11. Jeriko Avid Serrano	Admin. Asst. III	Bicol Medical Center
12. Hazel Arakan	Statistician II	Dr. Jose Rizal Memorial Hospital
13. Lynnelyn Sotto	Admin. Officer III	Conner District Hospital
14. Dr. Ralliegh Vizcarra	Administrative Officer IV	Southern Isabela General Hospital
15. Marivic Enriquez	Medical Records Officer Designate	Labuan Public Hospital
16. Marissa Joy Billao	Admin. Officer IV	Luis Hora Memorial Regional Hospital
17. Adela Ambutong	Admin. Assistant II	Sulu Sanitarium
18. Elinor Ramirez	Admin. Officer III	St. Anthony Mother And Child Hospital
19. Alden Coritico	Admin. Officer III	Margosatubig Regional Hospital
20. Albert Delos Reyes	Medical Records Officer	Basilan General Hospital
21. Xandro Mastura	Admin. Assistant II	Cotabato Sanitarium
22. Analiza Beltran	Admin. Asst. II	Schistosomiasis Control And Research Hospital
23. Lani Paler	Supervising Admin. Officer	Southern Philippines Medical Center
24. Clodualdo Torino Jr.	Admin. Officer III	Batangas Medical Center
25. Crisel Bulatao	Admin. Officer IV	Region I Medical Center
26. Kate Poniente	Admin. Asst. I	Mariveles Mental Hospital
27. Dante Bicas	Supervising Admin. Officer	Corazon Locsin Montelibano Memorial Regional Hospital
28. Alan Butihen	Admin. Asst. II	Eversley Childs Sanitarium

29. Sinamar Madridea	Admin. Officer IV	Far North Luzon General Hospital & Training Center
30. Mary Grace Gallito	Admin. Officer III	Gov. Celestino Gallares Memorial Medical Center
31. Felicitas del Rosario	Human Resource Management Officer II	Philippine Children's Medical Center
32. Ma. Violeta Enaje	Records Officer I	Philippine Heart Center
33. Concepcion Griar	Records Officer III	Lung Center of the Philippines
34. Erwin Espinas	Admin. Officer III	Bicol Regional Training And Teaching Hospital
35. Johayrah Hadji Sarip Riwarung	Statistician II	Amai Pakpak Medical Center
36. Ma. Catherina Benedictos	Supervising Admin. Officer	East Avenue Medical Center
37. Josephine Hubilla	Records Officer III	National Kidney and Transplant Institute
38. Antoinette Corvera	Admin. Officer II	Adela Serra Ty Memorial Medical Center
39. Ronil Salamayor	Admin. Officer V	Caraga Regional Hospital

Likewise, the following are invited as **RESOURCE SPEAKER**:

NAME	POSITION	OFFICE
1. Ronaldo Ferariza	Supervising Management Archiving Specialist	National Archives of the Philippines (NAP)
2. Ma. Teresa Pagaragan	Senior Management Archiving Specialist	NAP
3. Gina Papa	Training Specialist II	NAP

#### **FACILITATOR / SUPPORT STAFF**

NAME	POSITION	OFFICE
1. Charity Tan	Information Officer V	Knowledge Management and Information Technology Service (KMITS)
2. Corazon dela Cruz	Information Officer III	KMITS
3. Jane Agar-Floro	Training Officer II	KMITS

Under this Order, meals and snacks, venue, accommodation, materials/supplies, and other incidental expenses of the participants, resource speakers and facilitator/support staff shall be charged against the funds of Knowledge Management and Information Technology Service (KMITS), while transportation expenses (land/air), toll fees, gasoline, per diem (one day before and one day after) and other incidental expenses of the participants shall be charged againsts the funds of their sending agencies.

Payment for Honoraria per Department Order 2014-0094 including transportation expenses of the Resource Speakers and KMITS Facilitators/Support Staff shall be charged against the funds of KMITS-CONAP.

All expenses are subject to the usual accounting and auditing rules and regulations.

Further, participants, facilitators, secretariat and resource speakers are allowed to Check-in on September 24, 2017 (02:00PM) and Check-out on September 27, 2017 (12:00NN).

By Authority of the Secretary of Health:



**HERMINIGILDO V. VALLE, MD, MPA**  
Undersecretary of Health  
Office for Field Implementation Management