

LIST OF PERMANENT AND CONTRACT OF SERVICE/JOB ORDER PERSONNEL
PLANNING AND EVALUATION SERVICE - S&T Resource Assessment and Evaluation Division
AS OF SEPTEMBER 30, 2017

Name	Position	SG	Status of Employment				Actual Duties and Responsibilities
			P	CT	COS	JO	
THERESE T. ESTELLA	Planning Officer V	24	✓				(please refer to attached copy of the approved IPCR)
TERENCIA B. ABARQUEZ	Planning Officer IV	22	✓				(please refer to attached copy of the approved IPCR)
ANNA LIZA A. PREDO	Planning Officer III	18	✓				(please refer to attached copy of the approved IPCR)
RAMON R. PIO RODA	Planning Officer III	18	✓				(please refer to attached copy of the approved IPCR)
MISTY GRACE E. NAVARRO	Administrative Aide IV	4	✓				1. Prepares routine correspondence, endorsement, reports, memoranda and type the same for review of immediate supervisor. 2. Keeps systematic files of letters, circulars, memoranda, reports and other documents received or released by the STRAED and maintains security of these records. 3. Records incoming and outgoing correspondence. 4. Sorts/indexes files correspondence and records other documents. 5. Performs such other functions as may be assigned from time to time.

Prepared by:

Misty Navarro
MISTY GRACE E. NAVARRO
 Administrative Aide IV

Reviewed by:

Theresa T. Estella
THERESE T. ESTELLA
 Chief, STRAED