



## FINANCE AND ADMINISTRATIVE DIVISION

### FUNCTIONAL ORGANIZATIONAL CHART

(Based on DENR AO No. 2015-06, 29 April 2015)

#### Office of the Regional Director



**GLENN MARCELO C. NOBLE**  
OIC, Regional Director

#### Finance and Administrative Division



**JOSE SALVE E. CABILING**  
Chief Administrative Officer

##### FINANCE SECTION



**MARGIE ANN P. ENSOMO**  
Accountant III



**RHODORA B. TAN**  
Administrative Officer IV  
(Budget Officer)



**RUEL C. BASIGSIG**  
Claims Processing (C)



**GUIA MARIE ROSE S. GORGOLON**  
Subsidiary Ledgers (C)



**GIL N. BALACUIT**  
Budget Assistant (C)



**EMELYN A. DOLOTINA**  
COA Assistant (C)

**WILFREDO G. SEGUNDINO**  
Janitorial/Utility (C)



**NIEVA P. DEANG**  
Administrative Officer III  
(Concurrent Collecting Officer)



**FERMIN F. SAPURAS**  
Administrative Officer III  
Supplies/Property



**JOHN EDMUND T. SOQUES**  
Procurement Staff (C)



**GIAN PAOLO DOLOTINA**  
Property Custodianship  
Staff (C)



**JULIUS T. CELLONA**  
Carpenter/Electrician (C)



**LEONIDES P. CASTILLO**  
Janitorial/Utility (C)



**MA. DELIA A. BERINGA**  
Janitorial/Utility (C)



**JUNREY E. CATARMAN**  
Janitorial/Utility (C)



**RAYMOND B. POLINAR**  
Administrative Officer V  
(Concurrent Disbursing Officer)



**AURORA S. SELISANA**  
Administrative Asst. III  
(Personnel)



**MELYN B. DELAMELE**  
Administrative Asst. II  
(Personnel)



**CHRISTOPHER N. CASTILLON**  
IT Specialist (C)



**JESSIEBETH L. REAL**  
Administrative Aide VI  
(Receiving & Releasing)



**LABELLA S. RIN**  
R & R Staff (C)



**MITCH BRYLL H. TAMPUS**  
R & R Staff (C)



**FELIX B. ADOLFO**  
Core Driller II  
(Driver)



**RUBEN C. ROXAS**  
Administrative Aide III  
(Driver)



**SAMUEL J. JAMEN**  
Administrative Aide III  
(Driver)



**CARLOS A. ALVAREZ, JR.**  
Driver (C)



**MICHAEL A. ANDO**  
Security (C)



**FRANCISCO M. REYES, JR.**  
Security (C)

##### Finance Section

The function/s of the Finance Section shall be as follows:

- Provide budgeting and accounting services

##### Administrative Section

The function/s of the Administrative Section shall be as follows:

- Provides services on human resource, property and records management, including cashing and other general services.