Special Order No. 49
Series of 1991

In the interest of the service and in line with the job rotation program of the Administration, the following officials are hereby designated as Division Chiefs or Officer-in-Charge of Units herein indicated:

I. General Administrative and Support Services

1) Administrative Branch
   a. General Services & Property Division - Mr. Leonel P. Labrador
   b. Cash Division - Ms. Elisa B. Marcelo
   c. Central Records Div. - Ms. Francy F. Baldoza
   d. Human Resources - Ms. Evangeline J. Quimpo
      Development Division

2) Finance Branch
   a. Budget Division - Ms. Lolita L. Aragon
   b. Accounting Division - Ms. Candida B. Vistro

3) Planning Branch
   a. Information & Education- Ms. Sandra J. de Jesus
      Division
   b. Policies & Programs - Ms. Barbara D. Lamzon
      Division

4) EDP Branch
   a. Data Bank Division - Mr. Paterno D. Juridico, Jr
   b. Systems Development & Operations Division - Ms. Ramona E. Salamat as Officer-in-Charge

II. Pre-employment Services Office

1) Marketing Branch
   a. Market Research & Standards Division - Ms. Stella Z. Banawis
   b. Market Promotions Div. - Ms. Liberty T. Casco

2) Employment Contracts Processing Branch
   a. Landworkers Processing - Mr. Francis B. Domingo
      Division
   b. Seafarers Processing - Mr. Armand A. Roa
      Division
   c. Balik-manggagawa Assistance Division - Ms. Francisca F. de Castro
3) Accreditation Branch
   a. Landbased Projects - Ms. Villa G. Lector
      Accreditation Division
   b. Seabased Projects - Ms. Yolanda E. Paragua
      Accreditation Division

III. Welfare and Employment Office
1) Government Placement Branch
   a. Clients Services Div. - Ms. Laura S. Timonera
   b. Recruitment and - Ms. Marietta A. Robles
      Documentation Div.

2) Employment Branch
   a. Manpower Registry Div. - Ms. Estrella S. Castro
   b. Manpower Development - Mr. Julito E. Haboc as
      Division Officer-in-Charge until
      the return of Ms. Rowena
      Galang who is on official
      leave

3) Welfare Services Branch
   b. PDOD - Ms. Nimfa D. de Guzman

IV. Licensing Regulation Office
1) Employment Regulation Branch
   a. Labor Assistance Center - Mr. Reynaldo E. Cabrera
   b. Employment Services - Ms. Olivia A. Cabading
      Regulation Division

2) Licensing Branch
   a. Inspection Division - Ms. Lucia L. Villamayor
   b. Licensing & Evaluation - Ms. Dolores M. Crisostomo
      Division

3) Anti-Ilegal Recruitment Branch
   a. Legal Assistance Div. - Atty. Jone B. Fung as
      Officer-in-Charge until
      the resumption of work by
      Atty. Alberto O. Abalayan
      Division
   c. Prosecution Division - Atty. Vicente M. Cabe as
      Officer-in-Charge until
      the return of Atty. Lorenzo
      Redilla who is on official
      leave

V. Adjudication Office

1) Legal Research Docket & Enforcement Branch
   a. Legal Research Division - Atty. Guillermo R. Viojan
   b. Docket & Enforcement Div. - Atty. Alejandro M. Cruje

This order shall take effect on Monday, 04 March 1991.

Jose N. Sarmiento
Administrator

2/26/91