Special Order No. 516
Series of 2011

In the interest of the service and pursuant to Special Order No. 490, series of 2011, MR. ALFREDO A. ROBLES, JR., Chief Labor & Employment Officer, shall supervise the Conciliation and Repatriation Units, which are under the Welfare and Employment Office (WEO).

As such, the following employees presently assigned at the said units shall report directly to Mr. Robles, Jr. effective immediately:

Conciliation Unit:

1. Lucy R. Austria
2. Ma. Louella C. Arabit-Namia
3. Estelita S. Bautista

Repatriation Unit:

1. Alfonso N. de Castro
2. Nazario C. Arancis
3. Ma. Flordeliza A. Torres
4. Carmelita P. Briz

Likewise, MS. MAYBELLE M. GOROSPE, Chief Labor & Employment Officer and currently the OIC-Director II of Information & Communication Technology (ICT) Branch, is hereby designated as the OIC-Director II of the Marketing Branch.

As such, Mr. Robles and Ms. Gorospe are hereby instructed to clear themselves from all monetary, reportorial and property accountabilities from their present assignments and to ensure proper turn-over of all pending assignments and projects prior to their transfer. They are also instructed to submit a copy of their Certificates of Assumption to Duty in their new assignments to the Office of the Administrator copy furnished the HRD Division.

Further, MS. NERISSA S. JIMENA, Officer-In-Charge of the Data Bank & Network Management Division and MR. MARIO TUSCAN N. NAZ, Chief of the Systems Management Division, both at the ICT Branch, shall be directly reporting to the Office of the Administrator.
Furthermore, the supervision of the Legal Research Division is hereby transferred from the Adjudication Office to the Office of the Legal Counsel.

This Order shall take effect immediately and until further Orders.

For compliance.

Mandaluyong City, 19 October 2011.

CARLOS S. CAO, JR.
Administrator