



March 28, 2016

DOH CAR OFFICE PERSONNEL ORDER
No. 2016- 381

SUBJECT: Reconstitution of DOH-CAR Editorial Board and Staff

In line with our quest for continual improvement, the DOH-CAR Office formed its Editorial board and staff which shall serve as the steering committee for the production of the Cordillera Health Voice Magazine/Newsletter.

Editorial Board & Staff

Editor-in-Chief: Dr. Lakshmi I. Legaspi / Dr. Amelita M. Pangilinan

Assistant Editor-in-Chief: Mr. Patrick P. Pineda

Managing Editor: Ms. Benelyne M. Balag-ey

STAFF WRITERS/CONTRIBUTORS

HEM & Regular Health Events

- Ms. Diana D. Palangchao
- Atty. Veronica Zandra L. De Jesus
- Dr. Jennifer Joyce R. Pira
- Ms. Christine K. Dirige
- All DMO Vs

RLED/FDA

- Ms. Charis I. Taguibos
- Ms. Nadia D. Navarro
- Ms. Magnolia A. Andaya

Local Health Support Division

Women and Men Health Development Cluster

- Ms. Melanie June P. Caleno
- Ms. Charlyn B. Tagabing
- Ms. Moida Jade B. Binwag

Child and Adolescent Health Development Cluster

- Ms. Joycelyn Z. Rillorta
- Ms. Jeri B. Capuyan
- Ms. Candice S. Willy
- Ms. Cherrie E. Caluza



The round metal gong of the Cordillera known locally as "gangsá" is a symbol of the upland people's culture that has been passed on from generation to another.

The profile of a person blowing a "tangguyub" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.



- Infectious Disease Cluster / RESC** CHMC Compound, Baguio City 2600
Tel./Fax Nos. (074) 442-8096 to 98 www.caro.doh.gov.ph
- Ms. Geeny Anne I. Austria
 - Ms. Ursula P. Segundo
 - Mr. Clint Gil S. Ildefonso
 - Ms. Victoria L. Malicdan

Non-Communicable Disease Cluster

- Ms. Jennifer E. Valenzuela
- Ms. Anna Elaine B. Cayad-an

Health Facility Systems Development Cluster

- Engr. Basilio C. Munar Jr.
- Ms. Angeline S. Milo

Management Support Division

- Dr. Janice Z. Bugtong
- Ms. Jennifer A. Ruiz
- Mr. Rex A. Bate
- Ms. Darlene P. Aniwasal

Layout Artist: Mr. Patrick P. Pineda/Ms. Ruthanna Uy (Job Contractor)

Circulation: Health Promotion Section

Duties and Responsibilities:

Editor-in-Chief

- The Regional Director/Assistant Regional Director as the Editor-In-Chief approves the final content of the newsletter before it is submitted to the printing press for mass production.

Assistant Editor-in-Chief:

- Convenes the editorial staff to discuss latest issues/current events and or human interest stories for coverage
- Proofreads articles by checking grammar, spelling and writing for accuracy or as copy editor
- May assign specific health beat/topic of interest to the staff writers
- Conducts continuous orientation to the staff the do's and don'ts in writing health news and or feature stories
- Submits press releases to local newspaper outfits

Managing Editor

- Plans with the Lay-out Artist the sequencing of articles.
- Ensures the timely production of the magazine by ensuring that all articles are submitted, edited, laid-out, and submitted for printing following timelines set.
- Submits collected articles to the Assistant Editor-in-Chief for editing
- Acts as copy editor in the absence of the Assistant Editor-in-Chief

Lay-out Artist – conceptualizes, designs and lay-outs the magazine.



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
Cordillera Administrative Regional Office



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Staff Writers:

- Responsible in doing research and writing for specific health beat in their assigned topic and area of coverage
- Submit needed health beats/articles to the managing editor on the set timelines
- May write press releases for dispatch to local newspaper outfits

Circulation: Responsible for the dispatch/distribution of the newsletter to intended recipients.

This order shall take effect immediately. Any previous issuances which are inconsistent herewith are deemed superseded/rescinded.

LAKSHMI I. LEGASPI, MD, RN, MAN
Director IV



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