



February 22, 2016

DOH CAR OFFICE PERSONNEL ORDER
No. 2016 - 234

SUBJECT: Designation of selected DOH CAR Office Personnel as Office Document Controller and Records Custodians

In line with the Department of Health's aim to expand the scope of its Quality Management Systems and to update the designation of personnel in charge of controlling, filing, retrieval, reproduction, dissemination, maintenance, safe-keeping and/or disposal of related documents and records as required by ISO 9001:2008 quality standards, the following personnel are hereby designated Document Controller and Documents/Records Custodians of the DOH CAR Office:

Office Document Controller: **Mr. LEONARD ROY L. GUERRERO**
Statistician II and Head, Records and Library Section

Records Custodians per Office/Unit:

Name:	Position	Office
1. Ms. MARTHA L. BANIA-AO	Legal Assistant II	Legal Section
2. Mr. DAVID G. WACLET	Midwife VI	Health Emergency Management
3. Ms. CHRISTINE K. DIRIGE	Statistics II	Statistics Unit
4. Ms. LILIA ROSE A. SAY-AWEN	Planning Officer III	Planning Unit
5. Ms. BENELYNE M. BALAG-EY	Health Education and Promotions Officer II	Health Promotion Unit
6. Mr. RONEL JOEN D. MARQUEZ	Administrative Assistant V	Information, Communications and Technology Unit
7. Ms. CHARIS TEODELY J. APELADO	Administrative Assistant III	Regulations, Licensing & Enforcement Division
8. Ms. ANA LISA R. ATIOAN	A.A. III	Local Health Support Division
9. Ms. ANNA ELAINE B. CAYAD-AN	Health Program Researcher	Non-communicable Disease Cluster
10.a Mr. CLINT GIL S. ILDEFONSO	Supervising Health Program Officer	Infectious Disease Cluster
10.b Mr. ROLDAN D. LIWALIW	Medical Technologist II	Infectious Disease Cluster
11. Ms. VICTORIA L. MALICDAN	Nurse III	Regional Epidemiology and Surveillance Unit
12. Ms. MARY JOYCE C. POJAS	Health Program Researcher	Women and Men Health Development Cluster



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 generations to another.

The profile of a person blowing a "tanggujub" 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.

13. Ms. CHERRIE E. CALUZA	Supervising Health Program Officer	Child and Adolescent Health Development Cluster
14. Ms. ANGELINE F. MILO	Development Management Officer III	Health Facilities and Systems Development Cluster
15. Mr. MARCIAL A. RAMOS	Administrative Assistant II	General Services Section
16. Ms. SIENA VERONICA D. JUDAN	Administrative Assistant III	Health Human Resource Management and Development Unit
17. Ms. REGELYN B. OYAMMI	Administrative Assistant II	Procurement Team
18. Ms. EDNA T. PAMO	Admin. Officer III	Materials Mgt. Team
19. Ms. IRENE G. OYAWON	Admin. Asst. V	Accounting Section
20. Mr. EMMANUEL O. COCAL	Admin. Asst. I	Budget Section
21. Mr. GERRY T. ALMACEN	Admin. Asst. III	Cash Section
22. Ms. DARLENE P. ANIWASAL	Librarian I	Records & Library Sect.

Further, all **Administrative Officers I** shall act as Records Custodians of the Provincial DOH Offices.

The Division Chiefs and Development Management Officers V shall assign alternate Records Custodians to act in the absence of the designated Records Custodians.

In the absence of the Document Controller, the head of the ISO Documents and Records Control Team shall take over/oversee the performance of critical functions.

This Order shall take effect immediately and shall supersede/rescind any other previous issuances in conflict herewith.


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