



March 21, 2022

OFFICE ORDER NO. 9508

SUBJECT: DESIGNATION OF SELECT OFFICERS AND EMPLOYEES AS DOCUMENT CONTROLLERS, DOCUMENTS/RECORDS CUSTODIANS

In line with the implementation of the Quality Management System (QMS) of the Authority, the following officers and employees are hereby designated as Document Controllers and Document/Records Custodians of their respective Departments/Regional/District Offices:

A. DOCUMENT CONTROLLERS

1. For Board Resolutions

Name	Position	Office
Panfilo H. Casama	Administrative Services Chief B	Office of the Corporate Secretary
Antonio P. Lustestica, Jr. (alternate)	Records Officer	

2. Memorandum Circulars

Name	Position	Office
Maria Luisa T. Tengco	Corporate Planning Chief	Corporate Planning Department
Ma. Luisa H. Galit	Clerk Processor B	General Services Department

3. For QMS Documents (Quality Manual, Quality Procedures, Operations Manuals and Process Flows)

Name	Position	Office
Kate Bridgette M. Giron	Sr. Management Systems Analyst	Corporate Operations and Systems Development Department
Nikka Roselle I. Nolasco	Secretary A	

The designated Document Controllers shall be responsible for the following:

- a. ensure that all QMS documents are properly identified, updated, approved, and made available at relevant areas for use; and
- b. maintenance and implementation of the Quality Procedure 1 (QP1) – Control of Documents and ensuring that obsolete documents are identified and stamped to prevent further usage.

B. DOCUMENT/RECORDS CUSTODIANS

No.	Name	Position	Office
1.	Rogelio N. Ragot	Sr. Liaison Officer	Office of the General Manager
2.	Samuel L. Verba	Liaison Aide	Office of the Assistant General Manager
3.	Jeffrey Roque R. Nolasco	Administrative Services Officer	Legal Department
Management Services Group			
4.	Desirie F. Pastrana	Executive Secretary	Management Services Group
5.	Naidelle B. Delos Santos	Corporate Planning Assistant	Corporate Planning Department
6.	Eunico Marco B. Renomeron	Information Officer B	Corporate Planning Department-Info Division
7.	Dorotea Baigomera	Data Encoder	Corporate Operations and Systems Development Department
8.	Charmaine V. Dela Cruz	Administrative Services Officer	Human Resource Management Department
9.	Annaliza I. Gerbabuena	Secretary A	General Services Department
10.	Ann Alexislyn D. Mendoza	Clerk Processor A	General Services Department-Communication and Records Division
Financial Services Group			
11.	Janine Maria D. Mauricio	Exec Assistant B	Financial Services Group
12.	Shiela A. Dimapilis	Admin Services Officer A	Financial Management Department
13.	Maricel F. Lacanlale	Acting Chief Corp Budget Officer B	
14.	Teresita R. Juroguas	Administrative Services Officer	Treasury Department
15.	Elvira E. Estrebillo	Data Encoder/Controller	Accounting Department
16.	Crisalyn T. Hugo	Sr. Corporate Accountant A	
Housing Support Services Group			
17.	Juliet A. De Leon	Executive Secretary B	Housing Support Services Group
18.	Merry Lyn L. Delos Reyes	Administrative Services Officer	Housing Technology and Technical Research Department

No.	Name	Position	Office
19.	Gino M. Bulanadi	Estate Management Assistant A	Estate Management Department
20.	Mark Angelo Liang	Acting Administrative Services Officer	Resettlement and Development Services Department
21.	Marian Grace G. Paling	Administrative Services Officer B	Project Operations Support Services Department
22.	Geramie R. Barbecho	Business Development /Marketing Officer A	Commercial and Industrial Estates Department
23.	Jobelle B. Barrios	Administrative Services Officer	Community Support Services Department
24.	Ma. Dynalene N. Tiongco	Community Support Services Officer	Community Support Services Department-SEDD
National Capital Region (NCR)			
25.	Alicia L. Felicen	Clerk Processor A	Quezon City District Office

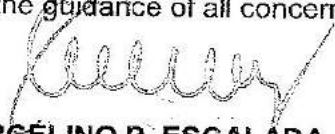
The designated Document/Record Custodians shall be responsible for the following:

- a. ensure that documents and records of their respective offices are properly received, identified, filed and are made available at relevant areas of use;
- b. controlled copies of documents, external and internal communications, are received and distributed to identified copy holders; and
- c. ensure that all documents/records are properly identified, protected, and stored in safe locations and made available for easy retrieval until its retention period and/or archival or disposal of the same.

This Office Order shall take effect immediately upon approval.

All Office Orders previously issued on the subject are hereby superseded.

For the guidance of all concerned.



MARGÉLINO P. ESCALADA, JR.
 General Manager