



Republic of the Philippines
COMMISSION ON AUDIT
 Commonwealth Avenue, Quezon City



JAN 17 2020

OFFICE ORDER NO. 2020 - 047

SUBJECT : Creation of Committee on Greening the Office and Defining its Duties and Functions

To promote integration of the environment and sustainability concerns into the Supreme Audit Institutions' own internal management and practices and to improve working environment, effective immediately, the following officials are hereby constituted as the Committee on Greening the Office:

Name/Position/Office	Committee Designation
Roland C. Pondoc Commissioner, Office of the Commissioner II	Chairperson
Adelina Concepcion L. Ancajas Assistant Commissioner, Administration Sector (AS)	Co-Chairperson
Luis S. Mejia Director IV, General Services Office (GSO), AS	Member
Fortunata M. Rubico Director IV, Prosecution and Litigation Office, Legal Services Sector	Member
Ma. Mileguas M. Leyno Director IV, Cluster 3, National Government Sector (NGS)	Member
Maribeth F. De Jesus Director IV, Cluster 8, NGS	Member
Ma. Corazon S. Gomez Director IV, COA Region IV-B	Member
Eleno P. Malesido Director III, GSO, AS	Head, Secretariat
Rolito R. Sordon Director II, GSO, AS	Secretariat Member

The Committee shall have the following duties and functions:

1. Serves as a focal group for the green office (GO) activities of the Commission;
2. Identifies the areas for GO activities to be implemented;
3. Develops action plan for implementing GO activities, including indicators to monitor the progress/status of the GO activities;
4. Coordinates with appropriate office/s for the conduct of awareness raising to promote GO activities;
5. Regularly monitors the progress/status of GO activities and report the same on a quarterly basis to the Chairperson; and
6. Perform other duties and responsibilities relating to greening the office.

The Committee Chairperson shall supervise the proper implementation of this order.


MICHAEL G. AGINALDO
 Chairperson

MFDJ/CSG

