



Republic of the Philippines
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MEMORANDUM

UMTS No. 2004 09.427

TO : All Officials and Employees
DENR Central Office and Region 8

FROM : Undersecretary for Management & Technical Services

SUBJECT : **VOLUNTEERS FOR CAF CRITERION COORDINATORS**

DATE : **SEP 20 2004**


The Advisory Support to the Environmental Sector Project is being implemented through the Philippine-German Technical Cooperation with the assistance of GTZ consultants. The project's objective is to promote organizational improvement of the Department particularly in the aspects of leadership, communication and administrative capacities towards the creation of a development-oriented service.

The structured process of organizational change according to the Common Assessment Framework (CAF) model is being used with the following nine (9) criteria: 1. Leadership, 2. Strategy and Planning, 3. Human Resource Management, 4. Partnerships and Resources, 5. Process and Change Management, 6. Customer Oriented Results, 7. People Oriented Results, 8. Society Oriented Results and 9. Key Performance Results. Volunteers are needed to act as coordinators for each criterion.

CAF Criterion Coordinators shall have the following functions:

1. Responsible for the preparation of periodic and annual Quality Reports specific to the criterion and on the results of the assessment workshops and actions/measures being undertaken by management and rank and file personnel in coordination with the CAF facilitator.
2. Monitor the status of the criterion vis-à-vis priority activities.
3. Recommend improvements and measures to address problems in the implementation of priority measures in order to facilitate its accomplishment. This is to ensure that positive changes result from the implementation of the CAF process.
4. Act as resource person on the criterion.
5. Serve as repository of all information on the criterion.

Employees who wish to work as volunteer CAF Criterion Coordinators may signify their intention by submitting their names to the Secretariat, Management Division, and/or for more details you may contact Ms. Estela B. Valdez at telephone no. 926-69-98.


ROLANDO L. METIN

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