



## MEMORANDUM

TO/FOR : All Heads of Offices/Services/Agencies  
DENR Central Office and Attached Agencies

FROM : Assistant Secretary for FASPO  
and Chairperson, Sub-Change Management  
Team

SUBJECT : **RATIONALIZATION PLAN**

DATE : 19 July 2005

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In line with the rationalization of functions and structures of the Department and Agencies of the Executive Branch pursuant to Executive Order No. 366, the Sub-Change Management Team (CMT) on its first meeting last 06 July 2005 has discussed the processes for the development of the Rationalization Plan and the team's Action Plan.

In view thereof, please be advised of the following guidelines on the preparation and submission of your respective Rationalization Plans, schedule of presentation of the plans, and other requirements:

1. Designation of a permanent representative to the Sub-CMT meetings. The representative should be authorized by the Head of Office to make immediate decisions on vital or critical issues pertaining to the office's proposed Rationalization Plan.
2. The following are the processes to be observed and documents required in the preparation of the Rationalization Plan:
  - a. Consult staff/employees in the development of the Rationalization Plan and other related issues.
  - b. Review the office's mandates and functions vis-à-vis the core functions, programs and activities, and the General Program of Actions (GPOA) or shifts in policy direction attached as Annexes A and B, respectively.
  - c. After a review of the existing staffing pattern/functions/qualifications and competencies of personnel complement, prepare a proposed staffing pattern vis-à-vis an improved organizational structure and strengthened operations.
  - d. Accomplish Annex C, **Proposed Rationalization Plan**, where duplication of functions or overlapping activities are identified to further improve the quality of government services. All other information to support the proposal such as legal bases and list of all personnel and their current designations should be submitted.

3. The proposed Rationalization Plan should be submitted by **25 July 2005** to the Chair, Sub-CMT through the Secretariat, Management Division. Please take note that the Sub-CMT will be submitting its Status Report on DENR Central Office and Attached Agencies Rationalization Plan to the Change Management Team by **29 July 2005**.
4. There shall be a presentation by each office/agency/service of the proposed plan to briefly discuss the mandates, functions, organizational structure, manpower complement and clarification of areas on duplication and other cross-cutting issues, and proposed organizational strengthening. Other options shall be noted by the Sub-CMT for recommendation to the Secretary through the Chairperson, Change Management Team and the Executive Committee. The schedule of presentation to the Sub-CMT will be announced later.

Please be informed that the Sub-CMT has **one month or until 26 August 2005** to complete the Rationalization Plan for the DENR Central Office and Attached Agencies for submission to the Change Management Team. Hence, it is enjoined that the above requirements particularly the submission of the Rationalization Plan be strictly followed.

For your guidance.

*Analiza Teh*  
**ATTY. ANALIZA REBUELTA-TEH**

*Memo 214*