

Republic of the Philippines
Department of Natural Resources
OFFICE OF THE SECRETARY
Diliman, Quezon City

15 April 1977

SPECIAL ORDER
No. 104
Series of 1977

SUBJECT: Creating an Advisory Committee for
the Program for Forest Ecosystem
Management (PROFEM)

1. Pursuant to Presidential Letters of Instruction Nos. 423 and 424, and to support the concerted efforts of the PCFEM Working Representatives and the National Secretariat, the PROFEM Advisory Committee is hereby created. The members shall be composed of selected representatives from the following offices:
 - a. Department of Natural Resources (DNR)
 - b. Bureau of Forest Development (BFD)
 - c. National Economic and Development Authority (NEDA)
 - d. Presidential Committee on Wood Industries Development (PCWID)
 - e. Forest Research Institute (FORI)
2. The PROFEM Advisory Committee shall have the following functions:
 - a. To conduct periodic monitoring, review and evaluation of all existing policies related to PROFEM operations.
 - b. To formulate and recommend new policies to the PROFEM Executive Officer based on the Committee's findings and evaluation.
 - c. To establish directions and guidelines for operationalizing new policies, programs and projects. In particular, these shall cover the following areas:

- Program/Project Development
- Program/Project Management
- Information Management
- Financial Management

d. To provide directions and assistance to the PROFEM Secretariat in the conduct of its management and control functions for PROFEM operations. These activities shall include:

- Identification of Needs and Support Requirements
- Operations Planning
- Pinpointing of Problem Areas
- Formulation of Solutions
- Establishment of Evaluation Criteria and Performance Standards
- Communication and Reporting to PROFEM Management

e. To perform such duties as may be assigned by the PROFEM Executive Officer.

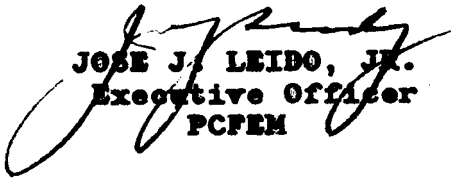
3. A Program Development Unit is also created to act as Secretariat to the Advisory Committee which shall be composed of representatives of the agencies mentioned above and shall form part of the PROFEM National Secretariat. These representatives, however, shall be duly appointed by the members of the PROFEM Advisory Committee.

The functions of this unit shall be primarily geared towards the translation of policies relevant to PROFEM planning, management and operations.

4. The members of the PROFEM Advisory Committee and its Secretariat (Program Development Unit) are hereby authorized to collect P100.00 as per diem for every meeting attended but limited to a maximum of P300.00 per month subject to existing

accounting and auditing regulations chargeable against the appropriation of the PCFEM.

5. This cancels all previous orders, memoranda and/or instructions inconsistent herewith.
6. This order takes effect immediately.


JOSE J. LEIDO, JR.
Executive Officer
PCFEM

Recommended by:


ARNOLD B. CAOLI
Officer-in-Charge
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CHM/lab