



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER
Diliman, Quezon City

06 June 1979

SPECIAL ORDER
NO. 115
Series of 1979

SUBJECT : Reorganizing the Special Projects
Office of the Office of the Minister

In the interest of the service and to ensure more effective and efficient management of special programs/projects/activities of the Office of the Minister, the Special Projects Office under the Action Officer for Special Projects is hereby organized into the following functional divisions, notwithstanding certain provisions of the Integrated Reorganization Plan and Special Order No. 226 Series of 1978:

1. Contract Administration
2. Project Management
 - a. Mines Group
 - b. Lands Group
 - c. Fisheries Group
 - d. Forestry Group
 - e. PROFEM Group
3. Management Information
4. Support Services

General Functions of the Contract Administration, Project Management and Management Information Divisions

1. Continually prepare and recommend for approval project plans based on feedback from operations and on the review of existing project plans and consultation with the technical bureaus and consultants concerned.
2. Continually relate with the Public Information Division on matters that are worthy to be known by the public such as highlights of on-going and new programs/projects, breakthroughs, accomplishments, successes, failure, etc. with due information relayed to the Action Officer for Special Projects and/or MNR on time.
3. Prepare staff development program for the division in consultation with the staff members.
4. Perform such other functions as maybe indicated or directed by the Minister.

Specific Functions of Contract Administration Division

1. Recommend/comment accordingly on special projects implemented by contract or CDC.
2. Insure that all papers and documents relevant to contracted projects such as contracts, CDC, appointments, personnel, RIV's, GV's, etc. are processed in coordination with other MNR officers, according to rules and on time.
3. Supervise, coordinate and ensure that project implementation is in accordance with the terms of reference, agreement and approved plans.

Specific Functions of the Project Management Division

1. Plan, organize, supervise, evaluate and control special projects under direct implementation by the Office of the Minister.

2. Insure that projects are implemented in accordance with the terms of reference, agreement and approved plans.

Specific Functions of the Management Information Division

1. Formulate, develop and implement project management information system in coordination with NRMC, DAP and other concerned Offices/Officials.

General Functions of the Support Services Division

The Support Services Division shall provide necessary support to the Special Projects Office. Among other things, it shall:

- A. Insure that all supplies, materials, and equipment needed by each division are provide on time.
- B. Insure that all papers and documents relevant to employment contracts, appointments personnel, travels, RIV's, GV's, etc. are processed in coordination with other MNR Officers, according to the rules and on time.
- C. Monitor and recommend relevant action on
 1. Personnel absenteeism and/or tardiness, in cooperation with the Division Chiefs.
 2. Assignments given to divisions by the Action Officer/Asst. Action Officer
 3. Letter/memo or other correspondences requiring follow-up action including those prepared in the Special Projects Office to be signed by the Minister or Assistant Secretaries.
 4. Individual personnel behaviour and attitude, in cooperation with the Division Chiefs.

5. Individual Weekly Accomplishment Reports (with summary from Division Chiefs)
 6. The condition of all equipment and facilities used by the Special Projects Office
 7. Relationship of Special Projects Office personnel with other services of MNR and with the public.
- D. Insure that all equipment, tools, furnitures, fixtures and other facilities of the Special Projects Office are always in good working condition.
- E. Insure that proper decorum and professionalism are observed in the Special Projects Office.
- F. Perform such other functions as maybe deemed necessary or as directed by the Minister.

To supervise the staff and activities of each Division, the following are hereby designated as Division Chiefs:

1. Fausto S. Bernardo - Chief, Contract Administration Division
2. Antonio R. Piga - Chief, Support Services Division
3. Eleanor L. Red - Chief, Management Information Division

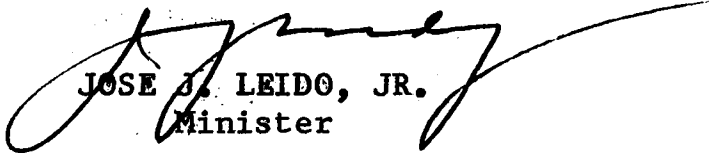
The following are also designated as Group Chiefs under the direct supervision of the Action Officer/Assistant Action Officer:

1. Marcelina Cortez - Chief, Mines Group
2. Alma Samaniego - Chief, Fisheries Group

3. Estela Tabirara - Chief, Lands Group
4. Gregorio Palis - Chief, Forestry Group
5. Ma. Luz Torino - Chief, PROFEM Group

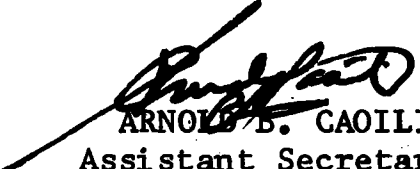
The Action Officer is authorized to reorganize the existing Special Activities staff and may recommend additional personnel, if necessary, in accordance with this Special Order which shall take effect immediately.

It is understood that this internal reorganization will not result to any demotion/promotion or to any decrease/increase in compensation.



JOSE J. LEIDO, JR.
Minister

Recommended by:



ARNOLD B. CAILLI
Assistant Secretary &
Action Officer for Special Projects