

5 November 1981

SPECIAL ORDER  
No. 336  
Series of 1981

SUBJECT: Reorganization of the Planning Service

In order to respond more effectively to the demands of natural resources planning and management, the Planning Service is hereby reorganized into the following functional divisions:

1. Planning and Programming
2. Project Development
3. Monitoring and Evaluation
4. Research and Statistics

The above mentioned divisions shall have the following functions:

1. Planning and Programming -
  - 1.1 Formulate policy recommendations on natural resources development and management;
  - 1.2 Develop long-range and strategic plans for natural resources management in coordination with MNR bureaus and attached agencies and related government and private institutions;
  - 1.3 Review the plans and programs of MNR bureaus, attached agencies and services in the context of the overall MNR long-range plan and recommend actions to be taken by the Minister and/or bureau/agency heads;
  - 1.4 Prepare guidelines for the preparation of the annual Ministry plan and budget;
  - 1.5 Coordinate with the Financial and Management Service in the preparation of the annual plans and programs of the Office of the Minister of Natural Resources;

1.6 Assist the Financial and Management Service in the reprogramming of the approved budget of the Office of the Minister;

1.7 Maintain liaison with the National Economic Development Authority (NEDA) and other institutions involved in economic planning;

1.8 Perform related functions.

2. Project Development -

Assume the tasks of the Project Preparation Unit to include the following:

2.1 Undertake major project development activities;

2.2 Assist Ministry bureaus, attached agencies and services in the development of projects, particularly those to be presented for foreign assistance;

2.3 Coordinate the development of intersectoral/ interbureau projects;

2.4 Evaluate projects proposed by bureaus, attached agencies and services of the Ministry;

2.5 Assist Ministry officials in negotiating for the approval of projects for foreign funding;

2.6 Develop/update guidelines for the preparation of projects for local or foreign funding;

2.7 Perform related functions.

3. Monitoring and Evaluation -

- 3.1 Monitor and evaluate the implementation of plans, programs and projects of MNR bureaus and attached agencies including special projects of the Office of the Minister;
- 3.2 Make recommendations based on evaluation conducted;
- 3.3 Recommend courses of action to be taken by the Ministry on specific problems/issues concerning natural resources management and administration;
- 3.4 Maintain liaison with appropriate institutions involved in monitoring of government projects;
- 3.5 Perform related functions.

4. Research and Statistics -

- 4.1 Identify research priorities in natural resources;
- 4.2 Coordinate research activities of MNR bureaus, attached agencies and other agencies undertaking research on natural resources;
- 4.3 Maintain liaison with PCARR, CLSU, UPLB and other NR research agencies.
- 4.4 Coordinate statistical activities within the MNR and recommend policies/actions to be presented to the Statistical Advisory Board;
- 4.5 Service the data requirements of Planning Service Division;
- 4.6 Perform related functions.

The following secretariats created earlier through Special Orders shall function as attached units of the Planning Service.

1. Presidential Council for Forest Ecosystem Management (PCFEM)
2. Forest Industries Food Production Program (FIFPP)
3. MNR-KKK Secretariat
4. MNR-CGRDSP Secretariat
5. National Bullfrog Development Program

The Agrarian Reform Unit shall likewise be attached to the Planning Service and shall function as follows:

1. Assist the Office of the Minister in coordinating with the Ministry of Agrarian Reform the work of the MNR on land reform surveys, release of lands of the public domain for resettlement purposes, and other related activities;
2. Facilitate the provision of technical or financial assistance by MNR to appropriate agrarian reform projects and activities;
3. Recommend MNR position or appropriate action on problems/issues pertaining to agrarian reform and resettlement/civil reservations;
4. Perform related functions.

An Administrative support staff shall provide the necessary administrative services to the Planning Service including:

1. Typing and other secretarial services.
2. Filing and records management.
3. Management/custodianship of supplies and facilities/equipment of the Planning Service.

4. Monitoring of Planning personnel workloads, accomplishments, tardiness and absence.
5. Preparation of administrative documents relating to Planning Service personnel and activities.
6. Performance of related functions.

To assist the Planning Service Chief in supervising the staff and activities of the Planning Service, the following positions are hereby created:

1. Assistant Chief for Planning, Research and Agrarian Reform Matters.
2. Assistant Chief for Project Development, Evaluation and Monitoring.
3. Head, Planning and Programming Division
4. Head, Project Development Division.
5. Head, Monitoring and Evaluation Division.
6. Head, Research and Statistics Division.
7. Program Coordinator, Agrarian Reform.
8. Program Coordinator, PCFEM.
9. Program Coordinator, FIFPP.
10. Program Coordinator, MNR-KKK
11. Program Coordinator, MNR-CGRDSP
12. Program Coordinator, National Bullfrog.
13. Head, Administrative Support Staff.

The Deputy Minister is authorized to reorganize the existing Planning Service and Special Projects Staff, designate personnel to key positions created as a result of this reorganization, including the reassignment or transfer of personnel to appropriate divisions, services or agencies,

upon recommendation of the Assistant Secretary for Policy and Scientific Research.

This Order shall take effect immediately and shall revoke S.O. 226, Series of 1978, S.O. 115, Series of 1979, S.O. 245, Series of 1980, S.O. 138, Series of 1980, and other Special Orders inconsistent herewith.

(SGD.) TEODORO Q. PEÑA  
Minister