

MINISTRY OF  
NATURAL RESOURCES

21 May 1982

SPECIAL ORDER  
NO. 242  
Series of 1982

SUBJECT: Amendments to Special Order No. 246,  
Series of 1981 which creates the  
MNR-KKK Coordinating Centers and  
the Secretariat

In the interest of the service, and in order to hasten and ensure the efficacious implementation of the National Livelihood Program and to strengthen the organizational structure of the MNR-KKK Secretariat, the following amendments to Special Order No. 246, series of 1981, are hereby introduced:

1. Assistant Secretary Celso R. Roque is designated as Assistant National MNR-KKK Coordinator.
2. The MNR-KKK Coordinating Group shall include the following as members:  

Asst. Sec. Moreno B. Cruz  
Asst. Sec. Antonio Y. Capay
3. Mrs. Victoria O. Orara, Executive Assistant to the National Coordinator is designated as MNR-KKK Action Officer and shall head the MNR-KKK Secretariat with Ms. Emerita Linda Javillonar as Assistant Action Officer.
4. The Secretariat shall be in the Office of the Minister and shall be directly under the supervision of the MNR-KKK National Coordinator, Dep. Min. Arnold B. Caoili. It shall have the following functions:
  - a. Coordinate with member agencies of the KKK-National Secretariat and participate in consultative meetings and workshops.
  - b. Initiate identification and development of projects in support of KKK and recommend policies/appropriate actions to the coordinating committees on problems/issues pertaining to implementation of MNR livelihood projects.
  - c. Monitor and evaluate on-going MNR-KKK projects and

submit regular status reports to the National Secretariat, the Minister/National Coordinating Group.

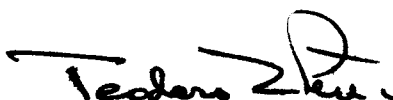
- d. Keep track of current developments and new policies on the National Livelihood Program and transmit information thereof to the MNR-KKK Coordinating Centers from the national to the district level.
- e. Conduct periodic field inspection work on MNR-KKK projects or whenever necessary.
- f. Provide technical and administrative services in the conduct of monthly meetings with the National Coordinating Group and the MNR Quarterly Management Conference.

In order to expedite solution of operational problems in the implementation of MNR-KKK projects, the Action Officer may call upon the coordinators of Bureau/Attached Agency KKK Secretariats for meetings when needed.

All expenses to be incurred by the Secretariat incidental to the performance of its functions and duties shall be charged against the appropriations of P/P/A's 1.1.4, 1.1.5, and 1.1.6, in the meantime that a specific appropriation for the MNR-KKK Program is still unavailable.

Except for the above-mentioned amendments, all other provisions of S.O. 246, series of 1981 shall remain in force.

This Order takes effect immediately.

  
TEODORO Q. PEÑA  
Minister