



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER

May 31, 1982

SPECIAL ORDER

No. 311

Series of 1982

SUBJECT : Creation of an Extension Office of the Rattan Advisory Committee-Cottage Industry Raw Materials Assistance Committee (RAC-CIRMAC Secretariat) in Cebu City.

In line with the policy of the government to bring its services closer to the public, and considering the dense concentration of rattan manufacturers in Cebu, an Extension Office to be based in Cebu City is hereby created to assist the Secretariat of the MNR Rattan Advisory Committee-Cottage Industry Raw Materials Assistance Committee (RAC-CIRMAC).

The Extension Office shall be composed of a Head and at least two (2) members who shall be duly designated as such.

The Extension Office shall have the following functions:

1. To conduct on-site inspection of rattan manufacturing plants in Cebu for verification of their existence, rated capacities and to gather information and data pertinent to such plants to submit their inspection reports promptly to the Minister, thru the RAC-CIRMAC National Secretariat;
2. To receive, review and evaluate applications of Cebu-based companies/persons for a license to operate, expand or establish a rattan manufacturing plant and make prompt recommendations to the Minister, thru RAC-CIRMAC National Secretariat;
3. To assist Cebu-based applicants for rattan cutting permits in the proper documentation of their applications;
4. To gather information in coordination with the BFD on the volume, source, supplier, consignee of rattan and other cottage industry raw materials entering and going out of Cebu;

5. To submit a monthly accomplishment report to the Rattan Advisory Committee (RAC) thru the National Secretariat of RAC-CIRMAC;
6. To maintain a master file of all cases referred to it for action/assistance; and
7. To perform such other functions as may be assigned to it by the Chairman, RAC-CIRMAC.

This rule takes effect immediately and shall remain in force until revoked in writing by the Minister of Natural Resources.


ARNOLD B. CAOILI
Deputy Minister
Abel