


REPUBLIC OF THE PHILIPPINES

April 1, 1985

SPECIAL ORDER
NO: 116
Series of 1985

 SUBJECT : ORGANIZATION AND RESPONSIBILITIES
OF THE PUBLIC AFFAIRS STAFF

In line with S.O. 10 series of 1985 creating the Public Affairs Staff, its functions and responsibilities are delineated as follows:

1. Plan, direct and coordinate the overall public relations needs as well as design the most appropriate media-mix necessary for effective dissemination of Natural Resources information to end-users and the general public.
 - 1.1 Formulate and develop external support systems structure for sufficient flow of information and effective coordination of the Ministry and attached agencies' programs and projects through the MNR Information Council.
 - 1.2 Supervise all phases of publication/production work and technical aspects of various media communications.
 - 1.3 Provide and maintain liaison with the media and appropriate government/private entities for meaningful exchange of information.
2. Draft and prepare messages, speeches and other public statements/pronouncements of the Minister in coordination with the Office of the Planning Services and/or other involved agencies.
3. Provide the necessary advance-party work and field coordination in relation to the Minister's official travels-- domestic and foreign.
4. Formulate, design and administer special projects with particular reference to public information, communications and public relations.
5. Perform Public Assistance tasks that shall receive and entertain requests/complaints regarding matters pertaining to MNR and attached agencies.

Ministry of Natural Resources

VISAYAS AVE., DILIMAN, QUEZON CITY, METRO MANILA

MISC. 93-10-4/85

REPUBLIC OF THE PHILIPPINES

The Public Affairs Staff will be composed of the following sections: Administrative, Information/Media Relations, Public Assistance and Special Projects section.

It will be headed by Mr. REY M. RIVERA, Special Assistant to the Minister. He will be responsible for general operation and project supervision of such staff and will report directly to the Office of the Minister.

This order takes effect immediately.


RODOLFO P. DEL ROSARIO
Minister

ndg/

PUBLIC AFFAIRS STAFF
OFFICE OF THE MINISTER
MINISTRY OF NATURAL RESOURCES

Objectives :

- 1.0 Plan, direct and coordinate the overall public relations needs as well as design the most appropriate media-mix necessary for effective dissemination of Natural Resources information to end-users.
 - 1.1 Formulate and develop external support systems structure for sufficient flow of information and effective coordination of the Ministry and attached agencies' programs and projects.
 - 1.2 Supervise all phases of publication work and technical aspects of various media communications.
 - 1.3 Provide and maintain liaison with appropriate government and private entities for meaningful exchange of information.
- 2.0 Draft and prepare speeches of the Minister in relation to his speaking engagements.
- 3.0 Provide the necessary advance-party work related to Minister's official travels, domestic and foreign.
- 4.0 Formulate, design and administer special projects with particular reference to public information and communications.
- 5.0 As of Public Assistance Unit that shall receive and entertain requests/complaints regarding matters pertaining to MNR and attached agencies.

Special Assistant
to the Minister

ADMINISTRATIVE
STAFF

MNR
INFORMATION
COUNCIL
S.O.445

- 1 Secretary
- 2 Clerk/Typist
- 3 Liaison Officer

INFORMATION/
MEDIA RELATIONS

PUBLIC ASSISTANCE

SPECIAL
PROJECTS

4 PR/INFO
Coordinator

5 News/Feature
writer

6 Receptionist

7 Speechwriter

8 Coordinator
for official
travels of the
Minister

9 Coordinator
for joint
projects

PUBLIC INFORMATION
DIVISION

NRMC PPA 1.1.3.0
FDPIN PPA 1.1.3.5