



Republic of the Philippines

Ministry of Natural Resources

Visayas Avenue, Diliman, Quezon City, Metro Manila

DENR SPECIAL ORDER)
NO. 417 :
Series of 1987)

JUL 02 1987

SUBJECT: Creation of an Executive Committee and Secretariat and defining the rules/ functions of the Regional Director and District Forester and the respective Project Managers under the Impact Reforestation Pilot Project at Capas-Bamban, Tarlac and Province of Bataan

1. In the interest of the service, and in order to effectively provide the concept, plans and financial requirements of the above subject pilot projects, an Executive Committee is hereby created and shall be composed of the following:

Victor Ramos DENR Undersecretary for Field Operations	-	Chairman
Cirilo B. Serna Director, BFD	-	Member
Jose L. Lechoncito Chief, RAD, BFD	-	Member
Bayani Nera Chief, PED, BFD	-	Member
Edwin Payuan Chief, SFD, BFD	-	Member

2. The functions of the Executive Committee include the following:

- a) Develop project concept, planning and scheduling and other related policy direction to the project;
- b) Provide the necessary funding requirements as well as other inputs deemed necessary to ensure the smooth implementation and success of the project;

- c) Oversee the implementation of the project;
and
- d) Assign/designate project managers and other support personnel to the said pilot projects.

3. Likewise, a Secretariat is hereby established and shall be composed of the following:

- a) Felipe D. Buenaflor - Head
- b) Elnora G. Taleon - Member
- c) Nicasio Romero - Member
- d) Roderico A. Tan - Member
- e) Sofio B. Quintana - Member
- f) Natividad G. Trofeo - Member
- g) Tomas Padilla - Member
- h) Carmen Aquino - Member
- i) Ricardo Esteves - Member

4. The Secretariat shall provide the administrative support to the Executive Committee and shall conduct monitoring activities of the project from time to time during the duration of the same and prepares status report regarding the same.

5. The Regional Director shall oversee the project implementation at the Regional level.

6. His primary functions include:

- a) Causes the effective and smooth flow of necessary resources for the project;
- b) Provides necessary assistance on the same;
- c) Approves contracts entered into by and between government and the project participant for an area not exceeding four (4) hectares. Except for the Capas area under Capas-Bamban Pilot Project where a primary contractor will be assigned on a 100 hectare area to be sub-contracted to members of the cultural tribe, which contract shall also be approved;

- d) Approves disbursement for payment of contractual services including other expenses of the project upon recommendation of the project manager and/or district forester; and
- e) Approves special order detailing the technical personnel from the Region who shall form part of the staff of the project.

7. The District Forester shall coordinate the activities of the Pilot Project within his district.

- a) He shall be the adviser/consultant of the project and shall extend the necessary assistance to the project whenever necessary or when called for;
- b) He shall review the quarterly budget and work plan of the project before its indorsement to the Central Office thru the Regional Office for approval;
- c) He shall review/evaluate and initial the plantation, maintenance and protection contracts of the project prior to their transmittal to the Regional Director; and
- d) Submits such other reports as may be required.

8. The following project managers shall be assigned to the respective pilot project, namely:

- 1. Gualberto Tortoza - Capas-Bamban Impact
Project Manager Ref. Pilot Project
- 2. Ricardo Alarcon - Bataan Impact
Project Manager Ref. Pilot Project

9. The Project Manager shall perform the following functions:

- a) Shall work on full time basis at the project;
- b) Shall plan and directly supervise/assist in the implementation of the activities at the project level;

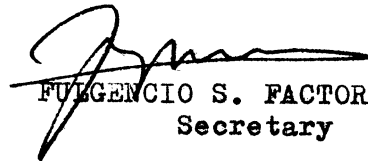
- c) Shall organize his own staff from among the technical personnel from the Region/District Office and prepare the necessary Special Orders to be approved by the Regional Director;
- d) Shall prepare quarterly budget and work plan;
- e) Coordinate with the District Forester and Regional Director with regards to project management and the necessary assistance;
- f) Shall submit monthly accomplishment/status reports to the Central Office thru the District Forester/Regional Director;
- g) Shall develop and provide a monitoring system and shall conduct the monitoring on the accomplishment of the work contracted;
- h) Shall recommend for approval the disbursement of funds for the payment of the contractual services of the respective contractors commensurate to the actual work accomplished in the area;
- i) Approves the disbursement for expenses regarding other support activities such as extension, work and administrative and supervision of the project; and
- j) Shall act as the direct link between the contractors and BFD.

10. The staff shall provide the necessary direct assistance supportive to the plans envisioned by the project manager at the project level.

11. Funds necessary to defray the miscellaneous and operating expenditures of the project shall, for the time being, be provided by the BFD, Central Office until such time that a permanent P/P/A is assigned hereof.


12. All orders, memoranda and instructions inconsistent herewith are hereby automatically revoked.

13. This Order takes effect immediately.


FULGENCIO S. FACTORAN, JR.
Secretary

Recommended by:


CIRILO B. SERNA
Director, BFD


VICTOR RAMOS
Undersecretary
for Field Operations