

Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER
Diliman, Quezon City

DENR SPECIAL ORDER)
NO. 504 :
SERIES OF 1987)

AUG 27 1987

SUBJECT: Implementing mechanisms for the interim functioning of a Foreign Assisted Projects Office under the Office of the Undersecretary for Planning and Policy

1. In the interest of the service and pending completion of the reorganization of the Department and the approval of a rationalized staffing pattern as mandated by Executive Order No. 492, dated 10 June 1987, there is hereby established an interim group to service the project management, packaging and special services functions of the Office of the Undersecretary for Planning and Policy.

2. The Foreign-Assisted Projects Management Office of the Department and the Project Management Staff of the Forest Management Bureau are hereby integrated and consolidated into this interim group together with their relevant functions, records, applicable equipment/facilities, and such personnel as maybe necessary.

3. The interim group herein established shall be directly under the supervision and control of the Undersecretary for Planning and Policy with the following functions:

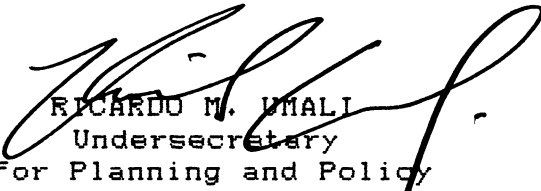
- a) to develop systems, procedures and guidelines for the implementation of plans, programs and projects of the Department within the scope of responsibilities of the Undersecretary for Planning and Policy;
- b) to coordinate the planning, scheduling and implementation of project activities with other working units, down to the regional and field levels;
- c) to monitor and evaluate the progress of project implementation with respect to operational targets, planning and scheduling, budgeting and accounting, and implementation arrangements, with the objective of steering the projects internally;

- d) to develop systematic guidelines and procedures for the identification and preparations of investment project proposals;
- e) to initiate the formulation of project proposals consistent with the priority areas for development of the Department, including the conduct of feasibility studies and project appraisals;
- f) to coordinate and liaise with national, regional and international organizations/institutions whether private or public with the view of promoting development, management and conservation of natural resources;
- g) to initiate and/or coordinate negotiations with national, regional and international organizations/institutions with the view of securing financial and technical assistance for the projects of the Department;
- h) to coordinate the participation of the Department in all relevant national, regional and international conference/conventions, trainings, seminars, and scholarship grants;
- i) data management, correspondence control and report generation; and
- j) perform other functions assigned to it.

4. The interim group shall have three (3) functional units : namely Project Management Unit, Project Preparation Unit and Special Services Unit with each unit headed by an In-Charge to be designated by the undersigned.

5. The over-all control and coordination of the implementation of on-going Foreign-Assisted Projects of the Department shall, by virtue of this Order, and pending completion of the reorganization, be placed directly under the Office of the Undersecretary for Planning and Policy. The servicing of day-to-day project operations, however, shall be maintained following existing working arrangements.

6. This Order shall take effect immediately, and will be automatically revoked upon completion of the reorganization of the Department.


RICARDO M. UMALI
Undersecretary
for Planning and Policy