



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

JAN 15 1988

SPECIAL ORDER )  
NO. 14 :  
Series of 1988 )

SUBJECT : Creation of Sub-Committees on Placement in the Department Proper, Office of ASEC for Operations, Bureaus and Regional Offices.

In the interest of the service and in order to ensure effective placement of personnel affected by the reorganization, Sub-Committees on Placement are hereby created in the Department Proper, Office of the ASEC for Operations, and in all Bureaus and Regional Offices to be composed of the following:

A. DEPARTMENT PROPER:

1. Secretary's Office, Special Concerns Office and Public Affairs Office.

Chairman - Director, Special Concerns Office  
Members - Head Executive Assistant  
- Director, Public Affairs Office  
- Employee Representative

2. Management Services

Chairman - Assistant Secretary for Management Services  
Members - OIC, Administrative Service  
- OIC, Financial & Management Service  
- OIC, Human Resource Development Service  
- Employee Representative

3. Legal Service

Chairman - Assistant Secretary for Legal Affairs  
- OIC, Legal Service  
- Assistant Department Legal Counsel  
- One Chief Legal Officer, to be designated by the Chairman  
- Employee Representative

4. Planning & Policy Studies

Chairman - Assistant Secretary for Planning and Policy Studies  
Vice-Chairman - Assistant Secretary for FASP  
Members - OIC, Planning Service  
- OIC, Policy Studies Service  
- Employee Representative

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5. Foreign Assisted & Special Projects (FASP)

- Chairman - Assistant Secretary for Foreign Assisted & Special Projects
- Vice-Chairman - Assistant Secretary for Planning and Policy Studies
- Members - OIC, Foreign-Assisted Project Management Service
- OIC, Administrative Service
- Employee Representative

6. Office of the Undersecretaries

The Undersecretaries are hereby authorized to evaluate applicants for positions of their immediate staff. They will be assisted by the Management Services Office.

7. Bureaus:

- Chairman - Assistant Director
- Members - Chief, Legal Officer
- Chief, Administrative Division
- One Chief of Technical Division
- Employee Representative

NOTE: In the case of ERDB which has no Assistant Director, the Chief Legal Officer or equivalent designated by the Director shall act as Chairman. Another Chief of a Technical Division shall be named by the Director as member.

B. REGIONAL OFFICES:

1. Office of the Regional Executive Director, including the administrative positions in the PENRO and CENRO Staff.

- Chairman - Any of the Regional Technical Directors designated by the RED
- Members - Chief, Administrative Division
- Chief of a Technical Division
- Chief Legal Officer or Trial Attorney
- Employee Representative

2. For the Sectoral Offices:

Forestry, Lands and Mines Sectors, including the Technical positions in the PENRO and CENRO Staff.

- Chairman - Regional Technical Director (RTD) Concerned
- Members - Chiefs of the Technical Division of the Sector Concerned
- Chief, Administrative Division
- Employee Representative

Environment and Protected Areas Sector, including the positions in the PENRO, CENRO and Parks System

- Chairman - RTD for Environment
- Members - RTD for Research
- RTD or Division Chief for Mines

- Chief, Administrative Division
- Employee Representative

Ecosystem Research Sector

- Chairman - RTD for Research
- Members - RTD for Environment
- RTD or Division Chief for Mines
- Chief, Administrative Division
- Employee Representative

For ASEC-Operations Staff (FNSP & LE Party)

- Chairman - Assistant Secretary Concerned
- Members - RTD for Lands Management
- RTD for Forest Management
- Employee Representative

The Personnel Divisions/Sections in the offices concerned shall provide secretariat service to the sub-committee.

The membership in the Sub-Committees may be increased as the need arises.

The Sub-Committees shall assist the Regional Executive Directors, Bureau Directors, Assistant Secretaries, Undersecretaries and the DENR Placement Committee in the judicious selection and placement of personnel. Initially, it shall screen candidates to determine those who will be considered for appointment/placement in connection with the reorganization, considering the guidelines set in CSC Memorandum Circular No. 10, Series of 1986, as amended by the CSC Memorandum Circular No. 16, Series of 1987.

In the evaluation, the heads of divisions or units where they work at present shall be consulted to rate/validate the qualitative information about the candidates.

The discussions and deliberations of the Sub-Committees shall be recorded and formally transmitted to the respective Regional Executive Directors/Bureau Directors.

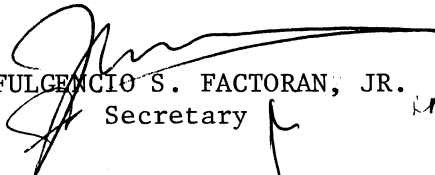
The results of deliberations as well as the recommendations of the Sub-Committees, including all other summary documents shall be reviewed thoroughly by the Regional Executive Director or Bureau Director concerned who shall see to it that they conform with the selection guidelines. Should the Regional Executive Director/Bureau Director have any exception on the recommendations of the Sub-Committee, such exception shall be referred back to the Sub-Committee in writing. The Sub-Committee shall deliberate on the exception and submit its recommendation in writing.

After review and evaluation, the Regional Executive Directors/Bureau Directors shall then endorse the recommendations and other documents to their respective Undersecretaries. The recommendations and records of deliberation of the Sub-Committees headed by Assistant Secretaries, shall likewise be submitted to their respective Undersecretaries.

The respective Undersecretaries shall evaluate the recommendations who shall then endorse such recommendations to the Central Placement Committee. Should the Undersecretary have any exception, such exception shall be referred, with comments, to the Regional Executive Director/Bureau Director/Assistant Secretary concerned who will then reconvene the respective Sub-Committees to deliberate on the exception.

The Central Placement Committee shall make the final evaluation and submit its recommendations for selection and appointment to the Secretary.

This Order takes effect immediately and shall remain in force for the duration of the reorganization.

  
FULGENCIO S. FACTORAN, JR.  
Secretary