



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

NOV 07 1989

DENR SPECIAL ORDER
NO. 1030
SERIES OF 1989

SUBJECT: Creation of the CONRACP Secretariat for the Community National Resources Awareness and Conservation Program.

To ensure the smooth implementation of the Community Natural Resources Awareness and Conservation Program (CONRACP) pursuant to the Tripartite Memorandum of Agreement among the DENR, DECS and DLG dated July 15, 1988, a DENR-CONRACP National Secretariat is hereby created to serve and support the National Technical Management Committee in the implementation of the Program.

A. Composition:

The Secretariat shall be composed of representatives from DENR agencies as follows:

Gloria R. Ramirez, PAWB - Head Secretariat

Technical Support Staff:

Pio P. Bote, FMB	- Member
Manolito U. Sy, ERDB	- Member
Marlynn M. Mendoza, PAWB	- Member
Ma. Gerarda D. Asuncion, EMB	- Member
Lilinhua V. Garcia, SPD-FASPO	- Member
Noelina B. Miran, Luzon Operations	- Member
Elias Castillo, PAO	- Member
Fernando G. Perlas, DENR ¹ R4	- Member

Non-Technical Support Staff:

Elizabeth Galano, PAO	- Member
Francis A. Alferez, Luzon Operations	- Member
Representative, PAWB	- Member
Representative, EMB	- Member
Representative, FMB	- Member

B. The Technical Support Staff shall have the following functions:

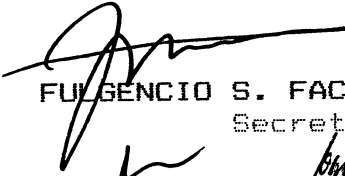
1. Assist the NTMC in the preparation, management and implementation of the Master Plan for CONRACP;
2. Recommend areas including appropriate species of plant/tree or wildlife for the local communities;

3. Monitor and evaluate program activities and submit necessary periodic reports to the chairmans of the Executive Committee and the National Technical and Management Committee (NTMC); and
 4. Perform other duties as may be assigned by the Executive Committee and the NTMC.
- c. The Non-Technical Support Staff shall have the following functions:
1. Provide Administrative Support to the Executive Committee and the NTMC;
 2. Establish and maintain a data bank on all studies/data/documents pertaining to Natuaral Resources Awareness and Conservation;
 3. Coordinate and facilitate linkages and communication between and among implementing agencies;
 4. Perform other duties as may be assigned by the NMTC.
- D. The Head of the Secretariat shall be tasked with the following duties and responsibilities:
1. Supervise the operation of the Secretariat;
 2. Recommend the hiring and/or designation of appropriate personnel to support the Secretariat;
 3. Sign Travel Orders of the Staff support and other pertinent documents relative to the function of the Secretariat.
- E. Logistics and Fund Support:
1. All funds necessary for the operation of the CONRACP Secretariat shall be chargeable against OSEC Special Projects Funds.
 2. A Special Disbursing Officer shall be designated and be authorized to hold cash advances chargeable against the Program Allocation subject to the usual accounting and auditing rules and regulations.



3. The members of the Secretariat are authorized to claim travelling expenses, honoraria and reasonable allowances necessary in the discharge of their functions.

This Order shall take effect immediately and shall remain in force until the completion of the project.


FULGENCIO S. FACTORAN, JR.
Secretary

