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DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

FEB 15 1989

DENR Special Order  
No. *163*  
Series of 1989

Subject: Restructuring the DENR-CARP Organizational  
Set-up and Designating Key Officials Thereof

In order to strengthen the DENR-CARP Organizational Set-up and make it more responsive to the present demands of the Comprehensive Agrarian Reform Program, the organizational set-up defined in Special Order No. 716, series of 1988, is hereby restructured to be composed and staffed as follows:

1. DENR-CARP Executive Committee

a) Composition

|                                |                 |
|--------------------------------|-----------------|
| Secretary, DENR                | - Chairman      |
| USEC, Policy and Planning      | - Vice-Chairman |
| USEC, Field Operation          | - Vice-Chairman |
| USEC, Environment and Research | - Member        |
| Administrator, NAMRIA          | - Member        |
| ASEC, Management Services      | - Member        |
| Director, LMB                  | - Member        |
| Director, FMB                  | - Member        |

b) Functions

1. Formulates policies, guidelines, rules and regulations that shall govern the participation of the DENR under the CARP and is responsible for its overall implementation.
2. Reviews and recommends DENR Integrated Budgetary proposals for CARP.
3. Approves Operational and Financial Plans.

2. National Coordinator

a) The Director, Lands Management Bureau

b) Functions

1. Responsible to the Executive Committee for the accomplishment of DENR-CARP Program.
2. Exercises jointly with other officials of the DENR coordinative functions on CARP and other related activities.
3. Recommends Budgetary proposals and operational plans.

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4. Recommends policies, guidelines, rules and regulations necessary for CARP implementation.
5. Establishes effective linkages with all participating agencies on CARP and shall represent the Executive Committee on all Intra/Inter/agency Committees and activities.
6. Recommends project studies and training on CARP related concerns.
7. Prepares and submits regular and other reports on CARP to the Executive Committee.

3. Three (3) Coordinators

- a) 1. Coordinator for Surveys and Titling  
Asst. Director, LMB
2. Coordinator for Integrated Social Forestry  
Asst. Director, FMB
3. Coordinator for Land Classification  
Director, Remote Sensing Office, NAMRIA

b) Functions

1. Responsible for the effective formulation and coordination of all activities under their respective sectors.
2. Assist the National Coordinator on activities pertinent to their sector.

4. Regional Coordinators

a) Regional Executive Director

b) Function

1. Responsible for the accomplishment of DENR-CARP Programs
2. Prepares budgetary proposals and operational plans for submission to the Executive Committee thru the National Coordinator.
3. Recommends policies, guidelines, rules and regulations necessary for CARP implementation.
4. Establishes effective linkages with all participating agencies on CARP and shall represent the DENR on all Intra/Inter-Agency Committees and activities.
5. Administers the Regional DENR-CARP Funds.

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6. Recommends Regional project studies and trainings on CARP related concerns.
  7. Prepares and submits regular and other reports on CARP to the Executive Committee thru the National Coordinator.
5. Assistant Regional Coordinator (two for each Region)
- a)
    1. Assistant Regional Coordinator for Surveys and Titling  
Regional Technical Director for Lands
    2. Assistant Regional Coordinator for Integrated Social Forestry and Land Classification  
Regional Technical Director for Forestry
  - b) Functions
    1. Responsible for the effective formulation and implementations on all CARP activities within their sector.
    2. Assist the Regional Coordinator on the overall management and supervision of the program.
6. Provincial Coordinator
- a) Provincial Coordinator  
Provincial Environment and Natural Resources Officer
  - b) Functions
    1. Responsible for the effective implementation of all CARP activities in the provincial level
    2. Establishes effective linkages with DAR-PARCOM and other agencies.
    3. Supervises, monitors and evaluates the execution of DENR-CARP projects.
    4. Prepares and submits periodic and other reports to the Regional Coordinator.
    5. Administers DENR-CARP Funds allocated to the province.
7. Municipal/Community Coordinator
- a) Community Environment and Natural Resources Officer
  - b) Functions
    1. Formulates implementation plans for DENR-CARP activities in the locality/community




2. Coordinates, liaises with DAR, BARC and other government and non-government agencies.
3. Prepares and submits periodic and other reports to the Provincial Coordinator.
4. Administers DENR-CARP Funds allocated to the community.

8. National Secretariat

a) The Structure and Composition of the National Secretariat shall be defined in a separate Special Order to be issued later by the undersigned.

b) Functions

1. Undertakes policy studies and formulates rules and regulations, guidelines and procedures that will facilitate project implementation.
2. Prepares an Integrated Budgetary proposal and work and financial plan, in coordination with the Financial Management Services.
3. Prepares CARP budget requests and work out timely releases of funds.
4. Liaises with the DAR and coordinate with other government agencies and private groups concerned with DENR-CARP activities.
5. Undertakes research and gathering of technical documents and other information needed for Field Operation, in coordination with the Research Sector and other offices.
6. Monitors the progress of project implementation including disbursement and other financial matters.
7. Reviews, evaluates and packages performances reports from Field Operation for an expedient assessment by the National Coordinator.
8. Provides technical and administrative support to the National Coordinator.
9. Establishes and maintains an information bank on physical and financial status of DENR-CARP Projects.
10. Conducts training programs to upgrade manpower skills and capabilities, in coordination and collaboration with the Human Resource Development Services.
11. Provides assistance to the Field Coordinator in the discharge of their functions as requested and needed.
12. Establishes an effective line of communication with the DENR Regional and Technical Offices as 

well as other agencies.

13. Performs other functions as may be instructed by the National Coordinator.

9. Regional Secretariat

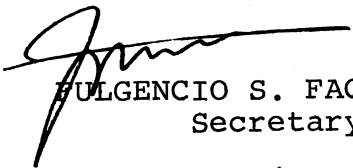
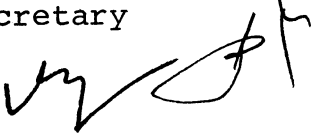
a) The structure and composition of the Regional Secretariats shall be defined in a separate order to be issued later by their respective Regional Executive Directors.

b) Function

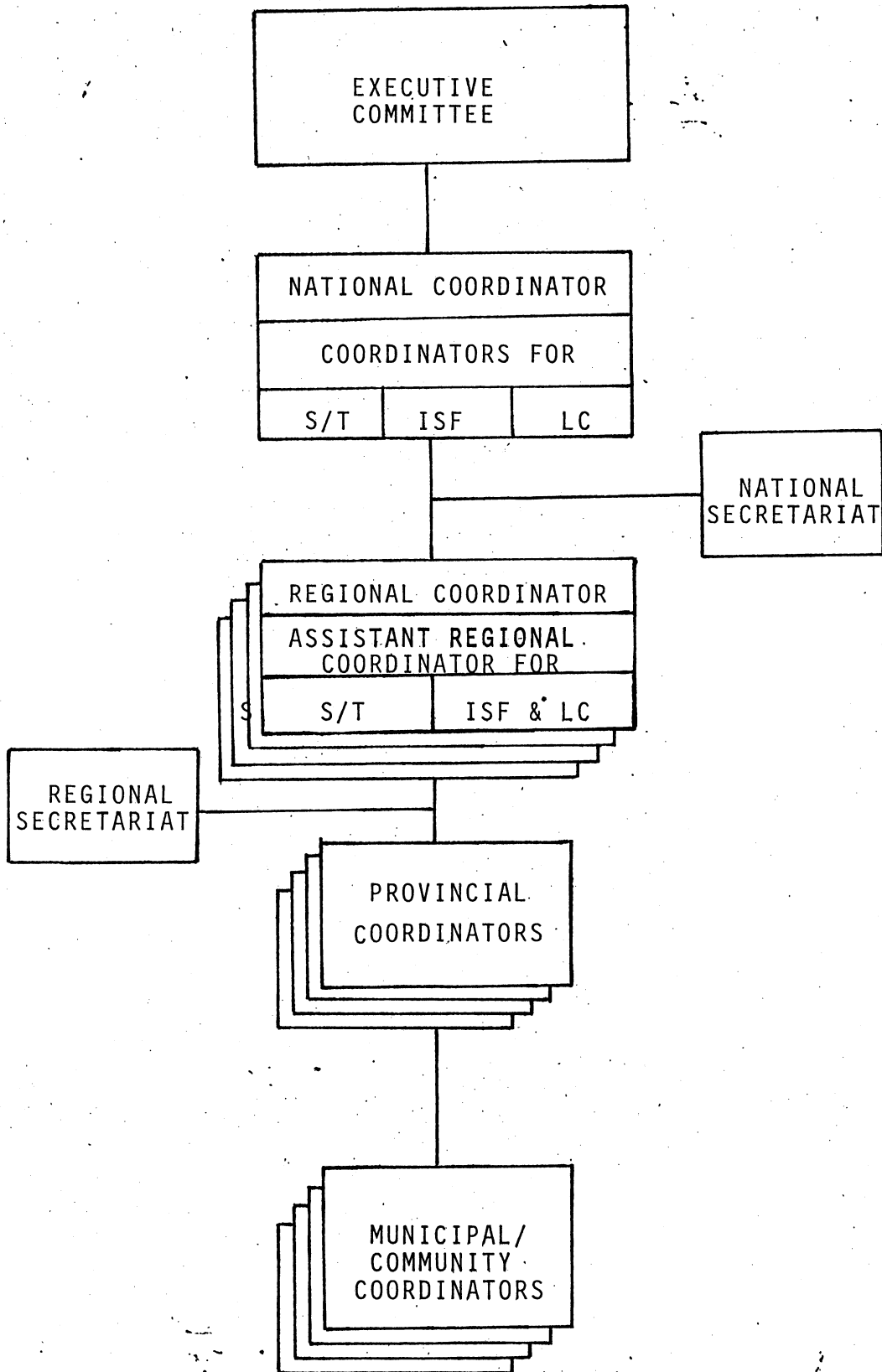
1. The functions of the Regional Secretariat shall be similar to that of the National Secretariat as it pertains to DENR-CARP activities in the Regional level.

The Organizational set-up defined in this Order shall be structured in accordance with the attached illustration.

This Order supersedes Special Order No. 716, series of 1988, and takes effect immediately.

  
FULGENCIO S. FACTORAN, JR.  
Secretary  


D E N R - C A R P  
ORGANIZATIONAL STRUCTURE



APPROVED:

FULGENCIO S. FACTORAN, JR.  
SECRETARY