



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

March 1, 1989

DENR Special Order
No. 232
Series of 1989

**Subject : RESTRUCTURING THE DENR-CARP NATIONAL SECRETARIAT
AND DESIGNATING KEY STAFF THEREOF.**

In pursuance to the provisions of DENR Special Order No. 163, Series of 1989, Restructuring the DENR-CARP Organizational Set-up and designating Key Officials thereof and to streamline coordinating mechanisms for the DENR-CARP activities, the existing DENR-CARP National Secretariat is hereby restructured to be composed and Staffed as follows:

I. Structure and Staffing

- 1. Head, National Secretariat**
Sixto B. Luz
- 2. Planning, Coordination and Finance Unit**
Unit Head - Lydia Lopez
Members - Alberto Arbo
Inocencio Castillo
Eileen Danganan
Daniel Garcia
Manolito Talabis
- 3. Technical Research and Support Unit**
Unit Head - Nancy Faith Racelis
Tomas Calvelo
Nicanor Escala
Ludy de Vera
Victor Olan
- 4. Monitoring and Evaluation Unit**
Unit Head - Manuel D. Gerochi
Members - Reynaldo Bayabas
Adelaida Balanza
Gemma dela Cruz
Alex Pascua
Cresencia Senza
- 5. Administrative Support Unit**
Unit Head - Teodora Salvador
Members - Erlinda Meram (Gen. Admin. Work)
Renato Garcia
Anita Mortos
Arthur Viray
Bernardo Manuel (Data Banking)
Carmencita Manuel
Illuminada Ignacio
Armi Vizcarre (Information/Educ.)
Gene Corales

II Functions

1. Functions Common to all Units

- 1.1 Undertakes policy studies and formulates rules and regulations, guidelines, and procedures that will facilitate project implementation;
- 1.2 Liases with the DAR and coordinate with other government agencies and private groups concern with DENR-CARP activities;
- 1.3 Provides technical and administrative support to the National Coordinator;
- 1.4 Conducts training programs to upgrade manpower skills and capabilities, in coordination and collaboration with the Human Resource Development Services;
- 1.5 Establishes an effective line of communication with the DENR Regional and Technical offices as well as other agencies;
- 1.6 Performs other functions as may be instructed by the National Coordinator;

2. Specialized Functions of each Unit

2.1 Planning, Coordination and Finance Unit

- 2.1.1 Responsible for the preparation of Integrated Plans and Programs, Financial management, in coordination with the concerned DENR Offices, scheduling of DENR-CARP activities, in coordination with implementing bodies;
- 2.1.2. Prepare CARP budget requests and works out timely releases of funds;

2.2 Technical Research and Support Unit

- 2.2.1 Undertakes research and gathering of technical documents/information needed for field operations, in coordination with the Reseach Sector and other offices;

2.2.2 Prepares basic infrastructure designs and other engineering plans;

2.2.3 Coordinates Technology acquisition;

2.2.4 Establishes coordination for extension services;

2.3 Monitoring and Evaluation Unit

2.3.1 Monitors the progress of project implementation including disbursement and other financial matters;

2.3.2 Prepares/compiles reports of DENR-CARP accomplishment;

2.3.3 Conducts operation diagnostics;

2.4 Administrative Support Unit

2.4.1 Undertakes general administrative support functions;

a.) Do clerical and messengerial work

b.) Acquisition of supplies, machine and equipments

c.) Recording/filing of communications and correspondences

d.) Prepares vouchers for approval

e.) Provides Logistic support

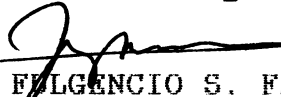
2.4.2 Establish a data bank for all DENR-CARP activities and concerns.

2.4.3 Supervise the information/educational component of CARP Program D.

The National Coordinator is hereby authorized to replace and/or designate additional members to the National Secretariat and to create Task Forces, Action Teams or adhoc groups as may be necessary to carry out the various activities in the implementation of the DENR -CARP components.

The primary station of the National Secretariat shall be at the LMB Building, Plaza Cervantes, Manila and shall maintain a satellite Office at the DENR Building, Visayas Avenue, Quezon City.

This Order is for the good of the Public Service and shall be co-terminous with the Comprehensive Agrarian Reform Program, until duly modified by relevant issuances by the undersigned.


EULGENCIO S. FACTORAN, JR.
Secretary