



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MAR 2 1991

DENR SPECIAL ORDER
NO. 267
Series of 1991

SUBJECT : Delegation of Authority Relative to the
Implementation of DENR-Comprehensive
Agrarian Reform Program (CARP)

In accordance with the existing laws, rules and regulations, the following specific functions are hereby delegated to the concerned officials involved in the implementation of DENR-CARP in addition to their regular duties:

Specific Functions	Recommending Approval/ Reviewed By	Approving Official

Personnel Matters		
1. Distribution/allocation of Positions for Various Components of CARP		
1.1. For the CARP National Secretariat	DENR-CARP National Coordinator	USEC Action Officer for CARP
1.2. For the ISF National Secretariat	ISF National Coordinator	USEC Action Officer for CARP
1.3. For FMB-IFO	Director, FMB	USEC Action Officer for CARP
1.4. For LMB	Director, LMB	USEC Action Officer for CARP
1.5. For NAMRIA	NAMRIA Administrator	USEC Action Officer for CARP
1.6. For Regional, Provincial and Community Off.	PENRO/RTD for Lands/ RTD for Research/ RED	USEC for Field Operations

2

5. Leave of DENR-
CARP Personnel

5.1. Secretariat
Based

All Levels	Respective Coordinators	USEC Action Officer for CARP
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5.2. Bureau Based

10 days or less	Unit Chief Concerned	Administrative Officer
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more than 10 days to 30 days	Administrative Officer	Assistant Director
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More than 30	Assistant Director	Director
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5.3. Region Based

10 days or less	Division Chief Concerned	RTD Concerned
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More than 10 days	RTD Concerned	RED
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5.4. Province-based

Not more than 5 days for CENRO Personnel	Respective CARP Coordinator	CENRO
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More than 5 days to 30 days for CENRO personnel	CENRO	PENRO
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Leaves of PENRO personnel not exceeding 30 days	PENRO Administrative Officer	PENRO
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More than 30 days but not exceeding one (1) year	PENRO	RED
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Financial Matters

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|----|--|---|--|
| 1. | CARP-ISF budgetary proposal pertaining to ISF | ISF Coordinator
CARP National Coord.
ASEC Mgt. Services
ASEC for Planning and Policy Studies | USEC Action
Officer for CARP |
| 2. | CARP budgetary proposal pertaining to Land Mgt. Sector | DENR-CARP National Coordinator
ASEC Mgt. Services
ASEC for Planning and Policy Studies | USEC Action
Officer for CARP |
| 3. | DENR-CARP budgetary proposal for submission to the DBM thru the PARC | USEC Action
Officer for CARP
ASEC Mgt. Services
ASEC for Planning & Policy Studies | Secretary |
| 4. | Approval of Work and Financial Plan for CARP | DENR-CARP National Coordinator
ASEC Mgt. Services
ASEC Planning and Policy
USEC Action
Officer for CARP | Secretary |
| 5. | Request for Obligation of Allotment (ROA) - Central | | |
| | Not more than P10,000 | Chief, Budget Div. | Director, FMS |
| | Above P10,000 to P200,000 | Director, FMS | CARP Coord. Concerned
USEC Action
Officer for CARP |
| | Above P200,000 to P500,000 | CARP Coord. Concerned/
ASEC Mgt. Services | USEC Action
Officer for CARP |
| | Above P500,000 | USEC Action
Officer for CARP | Secretary |

NOTE: ROA shall be prepared, controlled and initialed by the Chief, Budget Division

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2. Approval of Plantilla
of DENR CARP
Personnel

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|---|---|--|
| 2.1. At the Dept.
Proper | CARP National Coord./
ASEC for Mgt. Services | USEC Action
Officer for CARP |
| 2.2. For the ISF
National
Secretariat | ISF National
Coordinator/ASEC
for Mgt. Services | USEC Action
Officer for CARP |
| 2.3. For FMB, LMB
and NAMRIA | | Respective
Directors, NAMRIA
Administrator |
| 2.4. For the Regional
Offices | RTD for Lands for LMS
RTD for Research for
ERDS | RED |
| 2.5. For the PENRO | PENRO | PENRO, Copy
furnished RED |
| 2.6. For the CENRO | CENRO | PENRO, Copy
furnished RED |

3. Participation in
Local Training,
Worskhop, Seminar,
Conference by DENR
CARP Personnel

- | | | |
|---------------------------------|---|---------------------------------|
| 3.1. Central Based
Personnel | Respective Directors/
National Coordinators/
ASEC for Mgt. Services | USEC Action
Officer for CARP |
| 3.2. Field-based
Personnel | Respective RTDs,
(Land, Research)
PENRO | RED |

4. Resignation of DENR-
CARP Personnel

- | | | |
|-------------------------------|--|---------------------------------|
| 4.1. Central-based | | USEC Action
Officer for CARP |
| 4.2. Bureau Based | | Respective Directors |
| 4.3. Field-based
Personnel | | RED |
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| 6. | Authority to hold
Cash Advance | ASEC Mgt.
Services | USEC Action
Officer for CARP |
| 7. | Application for
bonding | ASEC Mgt.
Services | USEC Action
Officer for CARP |
| 8. | Cash Advance for
Salaries & Wages
regardless of amount/
Payment of Payroll | DENR-CARP National
Coordinator or ISF
National Coordinator | Director,
Administrative
Services |
| 9. | Approval of RIV (Central Based) | | |
| | P50,000 and below | | DENR-CARP National
Coordinator or ISF
National Coordinator
for their respective
needs or Director,
Administrative Service
for Project Management
needs |
| | Over P50,000 to
P1,000,000 | CARP Coord. Concerned | USEC Action
Officer for CARP |
| | Above P1,000,000 | USEC Action
Officer for CARP | Secretary |
| 10. | Approval of
Purchase Order (Central Based) | | |
| | P50,000 and below | CARP Unit Head | DENR-CARP National
Coordinator or ISF
National Coordinator
for their respective
needs or Director,
Administrative Service
for Project Management
needs |
| | Over P50,000 to
P1,000,000 | CARP Coord. Concerned | USEC Action
Officer for CARP |
| | Above P1,000,000 | USEC Action
Officer for CARP | Secretary |

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11. Travel Order &
Voucher for local
travel

Not more
than 15 days

CARP Unit Head

DENR-CARP National
Coordinator or ISF
National Coordinator
for their respective
groups

More than 15 days
but not exceeding
30 days

CARP Coord. Concerned

USEC Action
Officer for CARP

Travel of USEC's
staff not exceeding
30 days

USEC Action
Officer for CARP

Over 30 days

USEC Action
Officer for CARP

Secretary

12. Disbursement Vouchers

P50,000 and below

CARP Unit Head

DENR-CARP National
Coordinator or ISF
National Coordinator
for their respective
needs or Director,
Administrative Service
for Project Management
needs

Over P50,000 to
P1,000,000

CARP Coord. Concerned

USEC Action
Officer for CARP

Above P1,000,000

USEC Action
Officer for CARP

Secretary

13. All kinds of
Contracts
pertaining to CARP

Not more than P1 M

ASEC Mgt. Services/
DENR-CARP National
Coordinator or ISF
National Coordinator

USEC Action
Officer for CARP

Over P1 Million

USEC Action
Officer for CARP

Secretary

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14. Signing and count=
signing of checks—

P50,000 and below	DENR-CARP National Coordinator or ISF National Coordinator/ Dir. III Admin.	ASEC Mgt. Services
Over P50,000 to P1,000,000	ASEC Mgt. Services	USEC Action Officer for CARP
Above P1,000,000	USEC Action Officer for CARP	Secretary

15. Communications on
Financial matters
coming from OSEC,
Bureaus and
Regional Offices
for transmittal to DBM

ASEC Mgt.
Services

USEC Action
Officer for CARP

16. Communications
coming from the DBM
for transmittal to
Bureaus and
Regional / PENRO
Offices

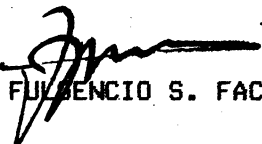
ASEC Mgt.
Services

cc CARP Secretariat

NOTE: 1. In the Regional/PENRO Offices the provisions of DENR Administrative Order No. 38, Series of 1990, dated April 19, 1990 shall be followed in all CARP transactions. For the bureaus, DAO No. 6, Series of 1987, dated October 10, 1987 shall apply.

2. Procurement of supplies and services and equipment shall be coursed through existing respective regular PBAC, at the Department Proper, LMB, FMB and NAMRIA.

This order shall take effect immediately and shall remain in force until amended or revoked in writing.



FULENCIO S. FACTORAN, JR.