



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

FEB 10 1992

DENR SPECIAL ORDER
No. 83
Series of 1992

SUBJECT : CREATING A PROJECT MANAGEMENT TEAM TO ADMINISTER THE CONTRACT REFORESTATION OPERATIONS OF MULETA-MANUPALI WATERSHED DEVELOPMENT PROJECT (MMWDF), FULANGUI RIVER WATERSHED REHABILITATION PROJECT (PRWRP) AND SAN FERNANDO INTEGRATED FORESTATION PROJECT (SFIFP)

In the interest of the service, and in order to efficiently and expeditiously carry out the field operations of Muleta-Manupali, Fulangui and San Fernando Watershed Rehabilitation Projects, hereinafter referred to as Projects, a Project Management Team, tasked to perform the responsibilities stated herein is hereby created, to wit:

A. PROJECT MANAGEMENT

1. The Project Manager who shall be under the direct supervision of the Regional Executive Director of DENR Region 10, shall handle the management, administration and supervision of the three projects.
2. He shall be responsible in seeing to it that the day to day activities are undertaken with maximum efficiency and that projects targets are accomplished as planned.
3. Further, he shall coordinate the operation of projects' activities with other agencies involved in the projects.

B. PERSONNEL COMPONENT

1. The Projects' staff shall be composed of the detailed technical and administrative staff, which are, the Project Manager, Asst. Project Manager, Social Disbursing Officer and shall be supported by its existing technical and administrative personnel. They shall directly supervise field activities contracted out to non-government organizations (NGOs), e.g. plantation establishment.
2. For clarification purposes, the NGO is herein defined as residents of the communities located within or in the vicinity of the projects and/or former project workers who have organized themselves into NGOs. They shall be given top priority by DENR in contracting out project activities.

C. PROJECT REPORTS/CORRESPONDENCE

1. The detailed work and financial programs of the project shall be coured through the Regional Executive Director and thereafter endorsed to the National Project Coordinating Office (NPCO) for review and approval of the Chairman, NFP Steering Committee.
2. Quarterly physical accomplishment and financial disbursement reports duly certified by the Project Manager and the Project Accountant shall be submitted to the NPCO coured through and evaluated by the Regional Office.
3. Plans, specifications and designs of infrastructures prepared by the Project Engineer shall be submitted to the Forest Resource Development Division of the Regional Office for review and evaluation and to the office of the Regional Executive Director for final approval.
4. Unless otherwise specified herein, all reports, relevant records and documents pertaining to the projects' shall be submitted to the Regional Executive Director, copy furnished NPCO.

D. BUDGET REQUIREMENT

1. The projects' funds shall be drawn from the DENR Appropriations, ADB Forestry Sector Loan, OECF and Irrigation System Improvement Project (ISIP) fund allocation and other fund sources.
2. The releases of fund shall be done through fund transfer in the form of the Letter Advice of Allotment (LAA) from the Regional Office to the project.
3. To expedite and provide consistency and uniformity of financial disbursement to the Projects, disbursement of funds shall be in accordance with the DENR Memorandum Order No. 01 series of 1988 which is further reinforced by DENR Memorandum No. 03 series of 1990.

E. MONITORING AND EVALUATION OF THE PROJECT

The Projects' activities and accomplishments shall be regularly evaluated and monitored by authorized representatives of the Regional Executive Director, and validated by the representatives of the Chairman, NFP Steering Committee as the need arises.

F. VEHICLES AND OTHER EQUIPMENT

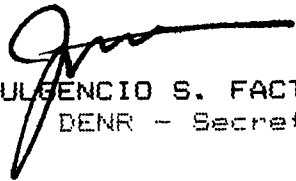
All vehicles and equipment assigned to the project shall be detailed/retained at the Projects' office for supervision and monitoring purposes. The maintenance of these vehicles shall be charged to the Regional Office's maintenance budget.

G. PHASE-OUT PLANS

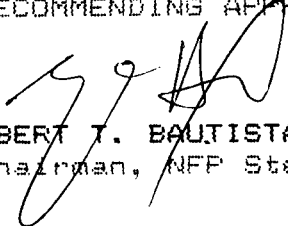
The project Management team shall prepare a phaseout plan of the projects which will be reviewed and approved by the Regional Executive Director. Where possible and deemed appropriate, portions of the projects which have been completed shall be turned-over to the Regional Office for protection. The fund for such purpose will come from the regular budget of DENR, or from ADB-OECF, whichever is available. Moreover, the portions which can be converted into FLMA shall be identified and shall be considered under the FLMA program, subject to the provisions of DAO 71 series of 1990 as amended.

H. EFFECTIVITY

This Order shall take effect immediately and supersedes all orders/circulars inconsistent herewith.


FULGENCIO S. FACTORAN, JR.
DENR - Secretary

RECOMMENDING APPROVAL:


EBERT T. BAUTISTA
Chairman, NFP Steering Committee

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Others concerned
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