



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

AUG 06 1993

DENR Special Order
No. 1005
Series of 1993

SUBJECT : Creation of DENR-CARP Liaison Office at the Central Office and transfer of the DENR-CARP National Secretariat to the Land Management Bureau (LMB).

In the interest of the service and to ensure a more efficient coordination and supervision over the implementation and management of DENR-CARP activities by the National Action Officer, Director Abelardo G. Palad Jr., the Office of the DENR-CARP National Secretariat shall be transferred to the Land Management Bureau (LMB), Plaza Cervantes, Binondo, Manila. In addition, a DENR-CARP Liaison Office shall be created and shall be based at the DENR Central Office with the primary function of assisting the National Executive Officer in the overall supervision of the implementation of DENR-CARP activities.

The following personnel are assigned to the DENR-CARP Liaison Office:

| <u>NAME</u> | <u>DUTIES AND RESPONSIBILITIES</u> |
|------------------------------|---|
| 1. Michael Patrick Ll. Tadeo | <ul style="list-style-type: none">- Shall supervise the DENR-CARP Liaison Office.- Shall review all operational plans submitted for the approval of the National Executive Officer.- Shall review all integrated budgetary proposals submitted for the approval of the National Executive Officer.- Shall serve as Liaison Officer of the National Executive Officer to the various CARP implementing agencies and to the National Action Officer for DENR-CARP. |

2. Nancy Rose Caugma

- Shall review all policies, guidelines, rules and regulations pertaining to CARP implementation which are submitted for the approval of the National Executive Officer.

- Shall be responsible for the overall monitoring of the financial and physical accomplishments of all DENR-CARP units and shall continually update the Executive Officer on its status.

3. Ma. Delia Meimban

- Shall serve as action officer on all special requests/cases pertinent to CARP of non-government entities.

- Shall assist in the liaison work with CARP implementing agencies.

- Shall be responsible for the maintenance of records and establishment of the information bank of the DENR-CARP Liaison office.

- Shall monitor the special projects being undertaken by the ERDB, LMB and ISF.

4. Alicia Resabal

- Shall be responsible for the administrative needs of the Liaison Office and the CARP National Secretariat.

- Shall be responsible for reviewing the proposed personnel requirements of DENR-CARP units submitted for approval of the Executive Officer.

- Shall monitor and review the deployment of CARP equipment and recommend appropriate action to improve CARP implementation.

5. Ma. Cristina Abaya

- Shall review all training proposals related to CARP which is submitted for approval of the Executive Officer.
- Shall assist in the review of all training proposal which are submitted for the approval of the Executive Officer.
- Shall assist in the establishment of information bank of the Liaison office.
- Shall assist in the computerization of all data on physical and financial accomplishment.

The following personnel shall comprise the DENR-CARP National Secretariat which would be transferred to the LMB in Escolta, Manila.

1. Romeo Mendizabal

- Responsible for the establishment of information bank on both the physical and financial status of DENR-CARP projects.
- Preparation of performance reports for expenditure assessment of National Action Officer.

2. Jose Henry Talabis

- Preparation of Integrated budgetary proposal under CARP.
- Preparation of physical and financial accomplishment reports for submission to the Presidential Agrarian Reform Council (PARC).

3. Melchor Taruc

- Shall be responsible for the tracking of all documents forwarded to the National Secretariat.

4. Frederick Fajardo

- Shall assist in the preparation of budget proposals and accomplishment reports.



5. Arnold Villaflores

- Shall be responsible for the regular liaison with the DENR central office.

All equipments of the DENR-CARP National Secretariat shall be transferred to its office at the LMB, except for the following equipments which shall be maintained at its Liaison Office:

- 3 complete sets of computer (monitor, CPU, keyboard)
- 2 units of computer printer
- 1 unit of manual typewriter
- 2 units of electric fan
- 1 unit of Mita copier DC-2255
- 5 pcs. of office tables
- 3 pcs. of bruer solihiya chair
- 2 pcs. of chair with brown cloth upholstery
- 1 vehicle (Anfra)
- 1 small computer table
- 1 pc. white board
- 4 sets of banker filing box

This order shall take effect immediately.


ANGEL C. ALCALA
Secretary


RECOMMENDING APPROVAL:


ABELARDO G. PALAD Jr.
Director, Land Management Bureau