



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DENR Special Order)
No. 24 :
Series of 1993)

JAN 15 1993

SUBJECT : Functions of Key Personnel of the
DENR National Training Center in
Carranglan, Nueva Ecija.

1. In the interest of the service and in order to ensure the effective and continuous operation of the DENR National Training Center (hereinafter referred to as the Center) in Carranglan, Nueva Ecija created and directed under DENR Memorandum Order No. 06, dated October 28, 1992, enumerated hereunder are the functions, duties and responsibilities of the Center's key personnel to wit:

A. Center Director

1. To direct, administer and coordinate the human resource development (HRD) activities implemented in the Center;
2. To adopt and implement an effective and economic maintenance, protection and operation of the facilities, properties and equipment of the Center, as well as the established model sites for silviculture, soil erosion control, seed production areas and the Maringalo Intensive Forest Nursery, as identified in the above-cited Memorandum Order;
3. To coordinate/administer the continuous development/improvement of training materials, including the production of audio-visual materials, relevant to the HRD activities of the Center, and the collection and dissemination of research/study records, textbooks, manuals and the like, and the maintenance of the same through the establishment of an efficient library facilities;
4. To direct and supervise the operations and personnel of the Center;
5. To recognize and exercise authorities defined and emphasized by existing directives and issuances by the DENR;

6. To coordinate the promotion of the facilities and services of the Center to private organizations, local government units, NGOs, and other agencies;
7. To determine the appropriate rates of fees for the use of the Center for approval by DBM and CSC and administer the collection of the same, subject to existing accounting rules and regulations. The use of collected fees shall be determined by a necessary guideline to be developed later;
8. To act as Resource Person in pertinent trainings and manpower skills and capabilities development programs; and
9. To perform other related duties as may be assigned by the Chief of the Human Resource Development Service.

B. Deputy Center Director

1. To act for and in the absence of the Center Director;
2. To recommend improved and systematic procedures in the implementation and administration of training activities and manpower development programs of the Center;
3. To assist the Center Director in the administration of the operations, protection and maintenance of the Center's facilities, properties and equipment;
4. To assist the Center Director in the supervision of activities and personnel of the Center;
5. To recognize and exercise authorities defined and emphasized by existing directives and issuances by the DENR;
6. To act as Resource Person in pertinent trainings and manpower skills and capabilities development programs; and
7. To perform other related works as may be assigned by the Center Director.

C. Chief, Technical Section


1. To supervise and facilitate the implementation of trainings and other human resources development programs in the Center;
2. To prepare, develop and recommend course designs, budgetary requirements and other needs for relevant manpower development and training programs of the Center;
3. To coordinate and supervise the monitoring and evaluation schemes of the Center;
4. To assist the Center Director in the review and evaluation of training participants/candidates of scheduled training programs to determine conformity with criteria and standards;
5. To act as a Resource Person in pertinent trainings and other manpower development programs; and
6. To perform other related works as may be assigned by the Center Director.

D. Chief, Administrative and Support Services


1. To advise the Center Director on personnel policies and administration;
2. To supervise the provision and conduct of radio communicating facilities, transportation, messengerial, janitorial and other utility services of the Center;
3. To supervise the procurement, storage, safe-keeping of supplies, materials, fuel equipment and other properties, and the conduct of periodic inventory of the same;
4. To supervise the preparation and payment of pay-rolls, disbursement vouchers for the operational expenses of the Center;
5. To supervise the activities of the Center's motor-pool, the repair, maintenance and servicing of vehicles and other equipment;
6. To supervise the operations, repair and maintenance of electrical installations and equipment;

7. To supervise the maintenance, repair and protection of buildings and grounds, fixture and other installations; and
8. To perform other works as may be assigned.

This Order takes effect immediately and supercedes previous orders and/or issuances inconsistent herewith.


ANGEL C. ALCALA
Secretary

RECOMMENDING APPROVAL:


ROLANDO L. METIN
Assistant Secretary for
Management Services

FUNCTIONS
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