



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

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SUBJECT: DESIGNATION OF ASSISTANT SECRETARY MANUEL E. GONZALEZ, JR., AS DEPARTMENT LEGISLATIVE LIAISON OFFICER (DLLO) IN ACCORDANCE WITH CABINET RESOLUTION NO. 16 DATED APRIL 27, 1988 AND MEMORANDUM ORDER NO. 24 DATED AUGUST 4, 1992 OF THE OFFICE OF THE PRESIDENT.

In the interest of the service and in view of the DENR's policy of strengthening our relationship with the legislative department, **ASSISTANT SECRETARY MANUEL E. GONZALEZ, JR.**, Assistant Secretary for Management Services, is hereby designated as **DEPARTMENT LEGISLATIVE LIAISON SYSTEM OFFICER** in accordance with Cabinet Resolution No. 16 dated April 27, 1988 and Memorandum order No. 24 dated August 4, 1992 of the Office of the President.

As such he shall perform the following duties and functions:

1. Promote and monitor the progress of bills certified by the President as administration measures;
2. Steward the passage of legislation high in the Department's agenda;
3. Relate principally with the Committee Chairmen of both Houses of Congress principally involved with the Department's concerns in behalf of the Executive Branch. Attend Committee meetings when the Department concerns are taken up.
4. Develop a relationship of cooperation with key people in the legislative process, the Committee Secretary, Legislative Chief of Staff, Bills and Index Division, Committee on Rules of both Houses of Congress;
5. Maximize staff support to Congress Members and assigned Committee, including but not limited to:
 - a) Quarterly operational review of the Department's work.
 - b) Invitation for legislators to attend the Department's affairs work.
 - c) Regular meetings with congressional staff to thresh out matters of common concern.

- d) Provision of research data, reports and other documents helpful to legislation.
 - e) Scheduling regular visits to Congress of senior Department officials.
6. Set up and operate a tracking and accountability system for individual bills filed concerning the Department. An anchor person shall be identified within the Department to track each bill involving the agency. Included here should be a mechanism for communicating the Department position on all bills, which should be cleared by the appropriate authority in the Department;
 7. Follow the flow of legislative business and inform the concerned units or authorities of pertinent developments;
 8. Provide reliable assessments of problems, prospect and opportunities for the Department's legislative concerns;
 9. Attend to requests of Members of Congress from the Department;
 10. Build support behind the President and the Department's program by developing networks among private interest groups and non-government organizations;
 11. Coordinates closely with the Presidential legislative Liaison Office.
 12. Perform such other functions as may be assigned by the Secretary.

In the performance of these duties and functions, he shall be assisted by Assistant Secretary Romulo D. San Juan and Assistant Secretary Cirilo B. Serna on legal, technical and policy matters.

This Order shall take effect immediately.


ANGEL C. ALCALA
Secretary

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