



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

MAY 10 1993

DENR SPECIAL ORDER )  
NO. 587 :  
Series of 1993 )

SUBJECT : Physical Movement of Some Offices in the  
Central Office and Forest Management  
Bureau (FMB) Compounds

In the light of the completion of the new FMB Annex and in compliance with our commitment to the AIDAB-assisted Human Resource Development (HRD) Project, scheduled for implementation in June 1993, the following movement/reassignment of offices is hereby mandated, effective immediately:

- SECAL - From NRMDP building to the 2nd floor of FMB Annex;
- SFD and UDP - From the 1st floor of the HRD building to the 1st floor of FMB Annex;
- Refo Division and FMB Library - From the Refo building to the 3rd floor of FMB Annex;
- HRD Service/Project - From its present office to the 1st floor of HRD building;
- CFP & Consultants - From the 1st floor of HRD building to the building currently occupied by HRD Service; and
- NFDO - From the 2nd floor of the HRD building to SECAL's office (NRMDP building).

The Foreign Scholarship Committee and the Liaison Office of the DENR National Training Center shall join the HRD Service/Project in the HRD Building.

The foregoing movement/reassignment of offices shall facilitate the transfer of all FMB Divisions/Offices presently housed in the Central Office compound, to the FMB compound.

It will likewise facilitate the renovation of the HRD building to be used solely for HRD purposes, conferences and related activities, as envisioned by the HRD Project Design Document.

The FMB Soils Laboratory shall be maintained/developed as NFP support facility by NFDO.

In the course of the transfer, no movement/alteration of telephones, airconditioning systems and other permanent fixtures shall be allowed. This instruction should be strictly complied with to avoid disruption/destruction and the high costs of moving of said facilities.

The FMB shall assume the responsibility of providing the necessary facilities such as telephone, airconditioning system, and the like, to the office space to be occupied by SFD, UDP, Refo Division and its Library.

The NFDO, if necessary, shall occupy, apart from the SECAL office, part of the NRM DP Office, including the NRM DP Conference Room. The NRM DP shall likewise re-arrange its staff to facilitate such movement by NFDO.

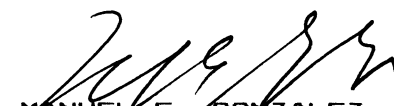
In support of this transfer of offices, a committee is hereby created to study and facilitate the repair of the non-serviceable DENR generator No. 3, to support the Annex buildings in the Central Office compound presently not serviced by the existing generator. Said Committee shall be composed of Administrative Service Director Hermecio M. Agravio, Chairman, and Directors Eduardo Principe and Jesus Sarile, as members. The Committee shall submit its report/recommendations not later than one week from the date of this Order.

The Administrative Service shall coordinate the implementation of the abovementioned movement/reassignment of offices. It shall mobilize, through its General Services Division, the necessary manpower, and provide assistance to all concerned offices, in the implementation of said movement/reassignment.

This Order shall be strictly complied with and implemented by all concerned on or before May 31, 1993.

  
ANGEL C. ALCALA  
Secretary

RECOMMENDING APPROVAL :

  
MANUEL E. GONZALEZ, JR.  
Assistant Secretary for  
Management Services

