



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

DENR SPECIAL ORDER
No. 607
Series of 1993

MAY 13 1993

SUBJECT : CREATING THE ORGANIZATIONAL AND
MANAGEMENT STRUCTURE OF THE
INTEGRATED PROTECTED AREAS SYS-
TEM (IPAS) PROJECT.

In the interest of the service and in order to effectively implement the IPAS Project, the following organizational arrangement shall be adopted:

- 1.0 An IPAS Project Management Office (IPMO) is hereby created to provide the day-to-day administration of the IPAS Project.
- 2.0 It shall be the function of the IPMO to:
 - a. Direct the overall implementation of the Project activities;
 - b. Prepare the Project's annual budget and work and financial plan;
 - c. Coordinate with DENR regional offices/units to ensure the timely submission of budget, work and financial plans;
 - d. Review and consolidate reports and other documents submitted by the IPAS Project site offices;
 - e. Formulate a framework/strategic plan to serve as basis for project monitoring and evaluation;
 - f. Monitor and evaluate project activities, benefits and impacts in the 10 IPAS sites;
 - g. Provide reports to concerned DENR offices/units for review purposes;
 - h. Monitor activities and performance of the national lead NGOs;


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- i. Prepare the various project Terms and References (TORs) covering the various levels of project participation, including NGOs and other sectoral organizations;
- j. Recommend to the NIPAS Program and Policy Steering Committee (NPPSC) project policies and possible actions for the successful management of the IPAS Project; and,
- k. Perform other related tasks as may be directed by the NPPSC.

3.0 The IPMO shall be structured to maintain the following units within its organization:

- a. Office of the IPAS Director
- b. Monitoring and Evaluation Unit
- c. Administration, Finance and Management Information System (MIS) Unit.

4.0 The IPAS Project Director shall perform the following responsibilities:

- a. Supervise the overall management of the Project;
 - b. Provide policy and planning direction in the implementation of the Project activities;
 - c. Monitor implementation and advise regional management on corrective actions required to meet the objectives and requisites of the Project;
 - d. Assess Project progress and direct the implementation of remedial measures if required;
 - e. Represent DENR-NPPSC in negotiations, meetings, and conferences related to the Project;
 - f. Enforce effective linkage and coordination of all involved in the Project implementation;
 - g. Initiate an effective working arrangement for all project participants/advisers/consultants as well as other parties involved in the Project;
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- h. Conduct regular evaluation on staff performance and recommend trainings whenever required;
- i. Arrange the timely provision of funds for use by IPMO and Project site offices; and,
- j. Perform other tasks as the NPPSC may deem necessary to achieve the Project's over-all goals and objectives.

5.0 The IPAS Project Director shall be assisted by an IPAS Project Supervisor whose functions are as follows:

- a. Supervise the formulation of various project activities to ensure consistency with the over-all goals and objectives of the Project;
- b. Formulate guidelines in areas of planning, organization and management, resource-use and evaluation, protected area monitoring and other relevant concerns of the Project;
- c. Identify issues/problems and recommend solutions to these issues/problems;
- d. Provide technical assistance to the IPAS Project sites on a regular basis, or whenever necessary;
- e. Coordinate and facilitate the preparation of detailed work and financial program;
- f. Take responsibility for the timely and effective implementation of various components of the Project;
- g. Coordinate the preparation of regular Project component reports and ensure the quality of output;
- h. Undertake regular monitoring and evaluation of Project activities in the 10 sites to ensure the attainment of management plan objectives;
- i. Assist the IPAS Director in the supervision of the Project activities in the IPAS Project sites; and,
- j. Perform other tasks as may be assigned by the IPAS Project Director.

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6.0 A Monitoring and Evaluation Unit shall be designated to perform the following functions:

- a. Monitor and evaluate the activities being implemented by the Protected Area Park Superintendent (PAPS), Protected Area Management Board (PAMB), national lead NGOs and Project site offices in the 10 IPAS Project sites;
- b. Conduct policy analysis and studies covering IPAS Project sites;
- c. Prepare recommendations to solve problems identified during monitoring and evaluation;
- d. Coordinate with PAPSs, PAMBs and national and local NGOs;
- e. Provide periodic technical consultation and assistance to the IPAS priority sites; and,
- f. Perform other functions as may be assigned by the IPAS Project Director.

7.0 An Administrative, Finance and Management Information System (MIS) Unit shall be created to perform the following functions:

- a. Administrative
 - a.1 Supervise administrative work covering logistics and supply, record management, general and clerical functions, etc.
 - a.2 Take responsibility for all Project personnel transactions such as daily time records, personnel files, contracts, etc.;
 - a.3 Implement administrative policies and functions; and,
 - a.4 Conduct a regular evaluation of staff performance and recommend trainings, workshops, seminars, etc., whenever required.
- b. Finance
 - b.1. Arrange the timely provision of funds for use by various units of the IPMO and monitor fund allocations and disbursements in the IPAS Project site office.


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
c. Information

- c.1 Prepare correspondences, memoranda, office orders and other necessary papers in the implementation of the Project; and,
- c.2 Prepare art materials needed for meetings, workshops and other Project activities.

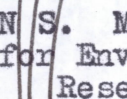
The corresponding organizational and management structure are appended.

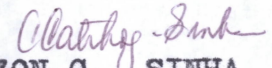
This Order shall take effect immediately and repeals, supersedes or revokes any orders or issuances not consistent herewith.


ANGEL C. ALCALA

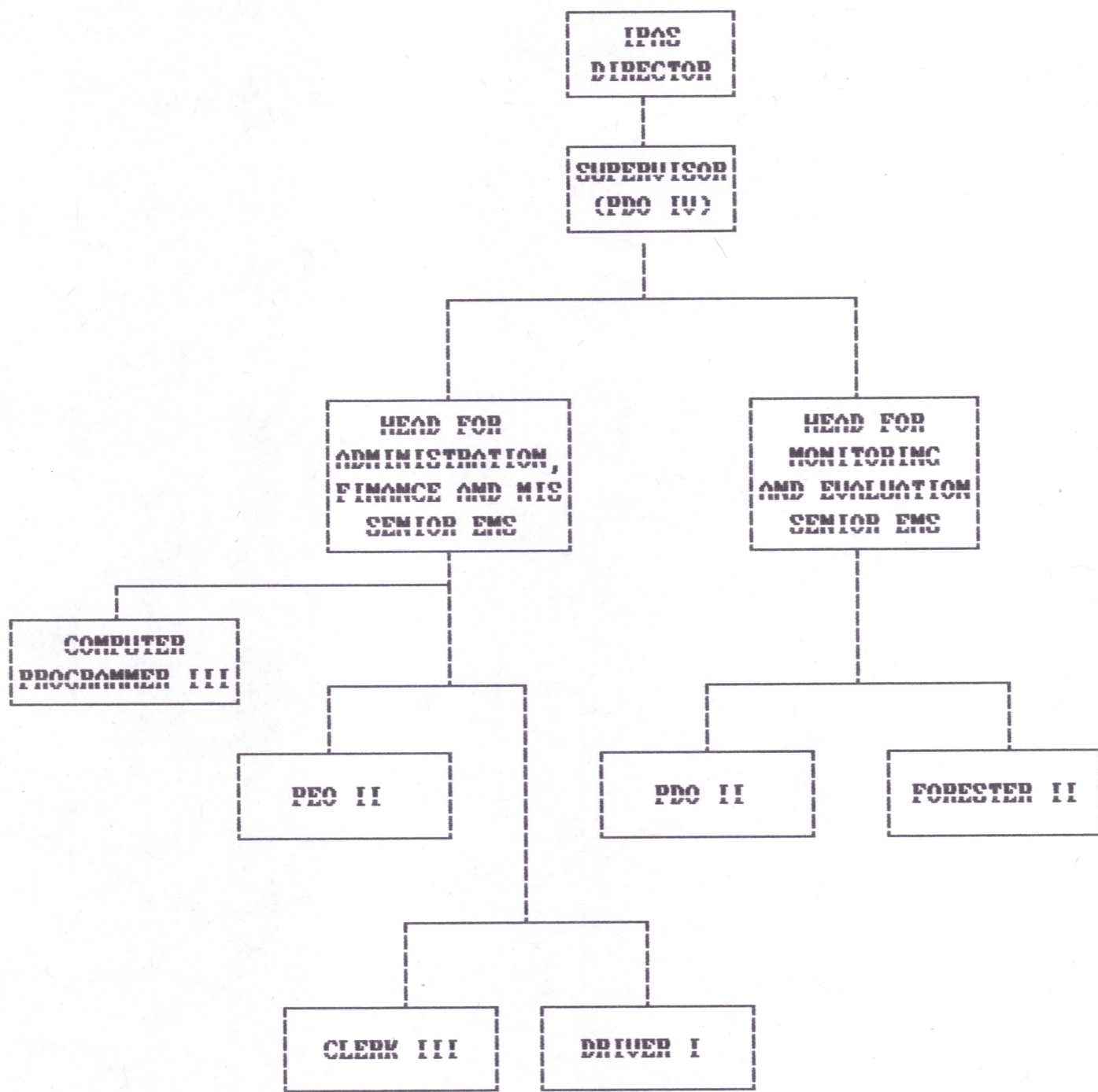
Secretary 

Recommending Approval:


BEN S. MALAYANG
USec for Environment and
Research


CORAZON C. SINHA
PAWB Director

PMO ORGANIZATIONAL STRUCTURE



MANAGEMENT STRUCTURE OF THE PROJECT
 (MANAGEMENT STRUCTURE OF THE PROJECT)

