



Republic of the Philippines  
Department of Environment and Natural Resources

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MAR 21 1995

DENR SPECIAL ORDER  
No. 282  
Series of 1995

SUBJECT : Creating A Programme Management Unit (PMU)  
for the Integrated Environmental Management  
for Sustainable Development (IEMSD)  
PHI/93/007

In view of the need to properly coordinate and manage the inter-agency implementation of the various programme elements under the UNDP assisted programme entitled Integrated Environmental Management for Sustainable Development (IEMSD) and in cognizance of the role of DENR as the Chairman of the Programme Steering Committee (PSC) and pursuant to Special Order No. 84 Series of 1995, a Programme Management Unit lodged within the Project Appraisal Division, FASPO is hereby created to be composed of the following DENR personnel:

Floradema C. Eleazar	- Asst. Programme Coordinator, IEMSD OIC Chief, PAD-FASPO
Cristina M. Regunay	- PAD-FASPO
Genevieve A. Padilla	- PAD-FASPO
Ma. Socorro A. Mallare	- PAD-FASPO
Ma. Theresa Lumdang	- PAD-FASPO
Ofelia Mendoza	- PAD-FASPO
Raymunda Agetano	- PAD-FASPO

As provided in the Programme Support Implementation Arrangements (PSIA) the Project Management Unit shall be responsible for overall programme management and coordination and will be headed by the DENR Undersecretary for Policy, Planning and Project Management who will act as IEMSD Overall Programme Coordinator. As such, the PMU shall have the following functions:

1. Prepare workplans, budgets, and terms of reference for technical working groups, consultants, UN Volunteers, trainers, and subcontractors;
2. monitor and evaluate on-going activities to ensure smooth implementation and coordination of tasks;
3. coordinate with the PCSD for policy formulation/advocacy support needs, including provision of IEC support for key policy initiatives/reviews;

4. arrange regular meetings of the PSC to review overall progress of work, and monthly meetings of the TAG to ensure effective coordination of inter-agency and inter-programme technical inputs;
5. prepare and disseminate programme reports and IEC materials;
6. prepare necessary material and lead process related to the annual PSIA review exercise which will combine substantive and financial review of the UNDP's contribution to the IEMSD;
7. manage a database directory for the programme (to support the TWGs) and compile monitoring data on programme performance for programme review and evaluation purposes;
8. prepare and consolidate reports and other documents as may be required by oversight and relevant agencies; and
9. develop complementary projects for funding by other donors to sustain the work of the programme.


In view of the strong institutional strengthening bias of the Programme, the PMU staff shall perform the above functions on a concurrent capacity (i.e. in addition to their actual duties).

The PMU shall be strengthened through the provision of a Programme Manager and additional technical staff to be provided under the Programme. The DENR, as lead agency, shall ensure adequate administrative and logistical support to ensure smooth operations of the PMU.

The PMU may likewise tap/call on the services of other offices within DENR necessary to effectively implement the programme.

The PMU shall report directly to the PSC and pursuant to Special Order No. 84 Series of 1995, shall be under the direct supervision of the USEC for Planning, Policy and Project Management as Programme Coordinator. They shall be entitled to claim reasonable expenses and other allowances.

This Order shall take effect immediately and revokes any Orders and Issuances inconsistent herewith.

  
ANGEL C. ALCALA  
Secretary