

#54986



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos: (632) 97-66-26 to 36; (632) 97-70-41 to 43



NOV 25 1997

DENR SPECIAL ORDER
NO. 97-1378

SUBJECT: AUTHORIZING THE CONDUCT OF THE ANNUAL GENERAL INSPECTION

In the interest of the service, and pursuant to DAO 97-20, the 1997 Annual General Inspection (AGI) shall be conducted on December 5 - 15, 1997 for PENROs/CENROs and January 11 - 24, 1998 for the REDs and RTDs. It shall cover concerns pertinent to Morale, Welfare and Discipline; Administrative and Finance; and Operations which will enable management to identify the outstanding performers among the Regional Key Officers in 1997.

The PENRO/CENRO Annual General Inspection shall involve regional cross-evaluation wherein a region's performance shall be evaluated by an AGI team from another region in accordance with the prescribed guidelines. In this connection, Regional AGI teams shall be created to be composed of the following:

1. 1 Regional Technical Director - Team Leader
2. 1 Planning Officer
3. 1 Administrative Officer
4. 1 Finance Officer
5. 1 Division Chief/Section Chief, Forest Management Service
6. 1 Division Chief/Section Chief, Lands Management Service
7. 1 Division/Section Chief, Environmental Management Divisions
8. 1 Division/Section Chief, Protected Areas and Wildlife Divisions
9. 1 Division/Section Chief, Ecosystems Research & Development Service

The Regional assignments and number of teams to be created by each region are as follows:

AGI TEAM	REGIONAL ASSIGNMENT	NO. of TEAMS
Region 1	Cordillera Administrative Region	2
Region 2	Region 1	1
Region 3	Region 2	2
Region 4	Region 3 (4 provinces only)	1
Region 4	Region 5	2
Region 5	NCR & 2 provinces of Region 3	1
CAR	Region 4	2
NCR	Region 4	2

Region 6	Region 7	1
Region 7	Region 8	2
Region 8	Region 6	1
Region 9	Region 10	1
Region 10	Region 12	1
Region 11	Region 13	2
Region 12	Region 11	2
Region 13	Region 9	1

The REDs/ RTDs Annual General Inspection shall be conducted by designated Central Office Teams using the prescribed guidelines for REDs and RTDs. A Central Office team shall be composed of the following:

1. Directors (assigned in the Central Office) - Team Leader
2. Representative from Forest Management Bureau
3. Representative from Lands Management Bureau
4. Representative from Mines & Geosciences Bureau
5. Representative from Environment Management Bureau
6. Representative from Protected Areas & Wildlife Bureau
7. Representative from Ecosystems Research and Development Bureau
8. Representative from Central Office Administrative Services
9. Representative from Central Office Finance Management Services
10. Representatives (2) from Planning and Policy Studies Office

The Regional and Central Office AGI teams should also take note of any accomplishment made by a Regional Key Officer which significantly contributed to the improvement of the organization.

For the PENRO/CENRO AGI, the results shall be discussed and presented to the RED, PENR Officers and CENR Officers immediately after the completion of the inspection/validation and before leaving the regional offices. The final reports shall be submitted to the Office of the Undersecretary for Field Operations through the Planning and Policy Studies Office (PPSO) not later than three (3) days after the completion of the AGI. To preserve confidentiality, all Tally Sheets/Questionnaires should be properly secured (placed in envelopes, tightly sealed and signed by the AGI Team Leader) and submitted to the RED for custody until the Central Office Team/s arrive.

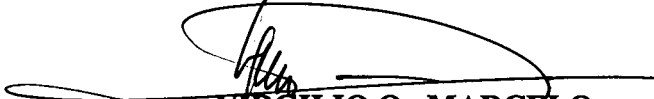
For the REDs/RTDs AGI, the results shall be presented to the REDs and RTDs and Region-based Division Chiefs immediately after the inspection./validation; final computation of ratings and before leaving the regional offices. The final overall reports shall be submitted to the Office of the Undersecretary for Field Operations through the PPSO not later than five (5) days after arrival at the Central Office.

Travelling expenses to be incurred in the implementation of the PENRO/CENRO Annual General Inspection shall be charged against the funds of the teams' respective offices while the expenses of the Central Office teams shall be charged against the funds of DENR Central Office; all subject to the usual accounting and auditing rules and regulations.

All participants shall be relieved from their respective assignments during the entire period of AGI.

This Order shall take effect immediately upon approval.

APPROVED:


VIRGILIO Q. MARCELO
Undersecretary for Field Operations 