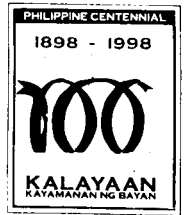




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



APR 08 1998

SPECIAL ORDER
NO. 98 - 218

**SUBJECT: CREATING THE DENR-ENRAP PROJECT
MANAGEMENT UNIT (PMU), DEFINING ITS FUNCTIONS
AND DESIGNATING ITS KEY PERSONNEL**

In compliance to Executive Order No. 406 and in order to provide counterpart staff for the Environment and Natural Resources Accounting Project (ENRAP), the DENR-ENRAP Project Management Unit (PMU) is hereby created within the Planning and Policy Studies Office composed of the following personnel:

- | | | |
|---------------------|---|--|
| 1. Noel Padilla | - | Project Leader |
| 2. Eleazar Alaira | - | Assistant Project Leader |
| 3. Nelia Villanueva | - | Administrative Group Leader |
| 4. Ruby Buen | - | Training/Knowledge Transfer Group Leader |
| 5. Ariel Catindig | - | Data Base, Advocacy and IEC Group Leader |

The PMU, in coordination with the ENRAP contractors/consultants shall coordinate the implementation of the project activities. Its detailed functions are listed on Annex 1 of this Order. It shall be under the supervision of the Assistant Secretary for Planning and Policy. Its organizational structure is included herein as Figure 1.

The Project Leader shall be responsible for the day-to-day management and operations of the Project. His specific functions are listed on Annex 2 of this order.

The Assistant Project Leader shall assist the Project Leader in the day-to-day management of the Project. His specific functions are enumerated in the attached Annex 3.

The other staff members shall provide the necessary technical and administrative support to the Project Leader and Assistant Project Leader. Their specific functions shall be determined by the Project Leader in consultation with the Assistant Secretary for Planning and Policy.

The PMU is authorized to seek the assistance of all DENR units, officials and personnel in the performance of its mandates. It shall be allocated with the appropriate office space and logistics as may be required. It shall likewise be authorized to hire the

necessary personnel to enable it to achieve its mandates effectively and efficiently, chargeable against PEENRA funds and subject to the usual accounting and auditing rules and regulations.

Additional assignment of personnel, tasking and operational guidelines for the PEENRA-related activities shall be issued by the Assistant Secretary for Planning and Policy, as may be necessary.

This Order takes effect immediately, supersedes/amends other Order inconsistent herewith and shall be in force unless revoked in writing.


VICTOR O. RAMOS
Secretary

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Annex 1. Functions of the Project Management Unit.

- 1.1 Review and recommend for endorsement/approval work plans and budget of activities funded under the PEENRA allocation.
- 1.2 Coordinate with the ENRAP contractors/consultants regarding the delivery of technical assistance and inputs for the project activities.
- 1.3 Coordinate with the appropriate DENR units regarding their involvement in the implementation of project activities and in capacity building and institutionalization efforts.
- 1.4 Monitor and evaluate the progress of activities in order to identify and address implementation problems and ensure complementation of the activities.
- 1.5 Review and recommend the endorsement/approval of reports/outputs and disseminate the same.
- 1.6 Develop and implement complementary activities or initiatives to increase the sustainability of the gains of the Project and their chances of being institutionalized.
- 1.7 Coordinate with the appropriate DENR Offices and other agencies and institutions in the institutionalization of the appropriate PEENRA organizational structure.
- 1.8 Perform other functions as may be assigned by the Secretary and/or the Assistant Secretary for Planning and Policy.

Annex 2. Functions of the Project Leader

- 2.1 Provide direct supervision and guidance to the PMU personnel and assess their performance.
- 2.2 Initiate staffing, recruitment and hiring (including renewal) procedures of PMU personnel and submit recommendations regarding these concerns to the Assistant Secretary for Planning and Policy for appropriate action.
- 2.3 Implement the appropriate administrative procedures and rules and regulations over the staff members of the PMU.
- 2.4 Supervise the review of work plans and budget of activities funded under the PEENRA allocation and the preparation of recommendations for consideration of the Assistant Secretary for Planning and Policy.
- 2.5 Supervise the coordination with the ENRAP contractors/consultants regarding the delivery of technical assistance and inputs for the project activities.
- 2.6 Supervise the coordination with the appropriate DENR units regarding their involvement in the implementation of project activities and in capacity building and institutionalization efforts.
- 2.7 Supervise the monitoring and evaluation of the progress of activities in order to identify and address implementation problems and ensure complementation of the activities.
- 2.8 Supervise the review and preparation of recommendations for consideration of the Secretary regarding the reports/outputs and the dissemination of these documents
- 2.9 Supervise the development and implementation of complementary activities or initiatives to increase the sustainability of the gains of the Project and their chances of being institutionalized.
- 2.10 Perform other functions as may be assigned by the Secretary, the Assistant Secretary for Planning and Policy and/or the Planning Service Director.

Annex 3. Functions of the Assistant Project Leader

- 3.1 Assist the Project leader in the supervision and guidance of the PMU personnel and the assessment of their performance.
- 3.2 Assist the Project Leader in the implementation of staffing, recruitment and hiring (including renewal) procedures of PMU personnel and the submission of recommendation to the Assistant Secretary for appropriate action.
- 3.3 Assist the Project Leader in the implementation of the appropriate administrative procedures and rules and regulations over the PMU staff members.
- 3.4 Assist the Project Leader in supervising of the review of work plans and budget of activities funded under the PEENRA allocation and the preparation of recommendations for consideration of the Assistant Secretary for Planning and Policy.
- 3.5 Assist the Project Leader in supervising the coordination with the ENRAP contractors/consultants regarding the delivery of technical assistance and inputs for the project activities.
- 3.6 Assist the Project Leader in supervising the coordination with the appropriate DENR units regarding their involvement in the implementation of project activities and in capacity building and institutionalization efforts.
- 3.7 Assist the Project Leader in supervising the monitoring and evaluation of the progress of activities in order to identify and address implementation problems and ensure complementation of the activities.
- 3.8 Assist the Project Leader in supervising the review and preparation of recommendations for consideration of the Secretary regarding the project reports/outputs and the dissemination of these documents
- 3.9 Assist the Project Leader in supervising the development and implementation of complementary activities or initiatives to increase the sustainability of the gains of the Project and their chances of being institutionalized.
- 3.10 Perform other functions as may be assigned by the Assistant Secretary for Planning and Policy, the Planning Service Director and/or the Project Leader

Figure 1 Organizational Structure of DENR-ENRAP PMU

