



Republic of the Philippines
Department of Environment and Natural Resources
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MAY 26 1998

DENR SPECIAL ORDER

No. 98 - 437

SUBJECT : CREATING THE RETOOLING AND CURRICULUM DEVELOPMENT COMMITTEE

In the interest of the service and in recognition of the need to enhance the capability of DENR field and staff management personnel in implementing the Community Based Forest Management Program, a retooling scheme for re-orienting and re-training field and staff personnel shall be developed. To address this strategic requirement, a Retooling and Curriculum Development Committee is hereby created composed of the following :

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| 1. | Isabelita Austria | CBFMO |
| 2. | Remedios Evangelista | CBFMO |
| 3. | Nilda Patiga | CBFMO |
| 4. | Ana Rose Opena | CBFMO |
| 5. | Fe Carpio | CBFMO |
| 6. | Lourdes Wagan | CBFMO |
| 7. | Gwendolyn Bambalan | CBFMO |
| 8. | Emma Agot | CBFMO |
| 9. | Rose Enriquez | HRDS |
| 10. | Field Assistance Group and Institutional Support Group of NRMP | |

The Retooling and Curriculum Development Committee (RCDC) shall have the following functions:

- a) Gather data from DENR field implementors and other CBFM actors as basis for identifying curriculum development and retooling needs;
- b) Document effective field methodologies and cases for inclusion as training materials;
- c) Conduct Training Needs Assessment (TNA) and Job Analysis for selected personnel and field staff involved in CBFM Program implementation to be able to identify training attended, training gaps, needs and other related areas and to come

up with an inventory of all CBFM-related training activities;

- d) Develop assessment tools/instruments to facilitate data gathering and analyses;
- e) Review, analyze and process all data gathered from various sources in aid of formulating the retooling scheme and its training curriculum.

The Committee shall be guided by an Advisory Group composed of the following Officers:

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|----|------------------------|----------------------------------|
| 1. | Romeo T. Acosta | Head, CBFMO |
| 2. | Nonito M. Tamayo | Deputy Program Coordinator, NRMP |
| 3. | Reynaldo S. Bayabos | Program Director, ENR-SECAL |
| 4. | Gualberto Tortosa | Head, NFDO |
| 5. | Nicanor F. Sapla | Head, LIUCP |
| 6. | Gordon Bernard Ignacio | Head, IRMP |

- a) The Advisory Group shall provide the general direction to the RCDC in the conduct of its activities;
- b) Review the Committee's output based on the approved design for Retooling and Curriculum Development
- c) If necessary, assign additional technical staff to assist the Committee and provide logistics and facilities it may need to accomplish its task.

The RCDC may invite officials and personnel of the DENR, its attached agencies and other government agencies to meetings, consultations or workshops. It may also invite experts from other agencies to help translate and package the materials into simple, handy and useful manuals.

Subject to the usual accounting and auditing rules and regulations, all expenses incidental to the activities of the Committee shall be charged against the respective funds of the CBFMO and the various projects under it. Provided that, transportation expenses and Board and lodging of field personnel who will attend RCDC meetings/workshops outside their official work station shall be charged against the funds of NRMP-Development Alternatives, Inc.

This Order shall take effect immediately.


DELFIN J. GANAPIN, JR.
Undersecretary