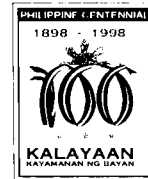




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MAY 27 1998

**SPECIAL ORDER**

No. 98- 439

**SUBJECT: FUNCTIONS, RESPONSIBILITIES AND DELEGATED  
AUTHORITIES OF THE COORDINATOR, MT. MAKILING  
RESERVE AREA AND LAGUNA DE BAY COMMISSION  
SECRETARIAT**

In the interest of the service, and in order to enhance the operation of the Mt. Makiling Reserve Area and Laguna de Bay Commission Secretariat, the following functions, responsibilities and authorities delegated to the Secretariat Coordinator are hereby prescribed:

1. Direct, supervise, and manage the activities and operations of the Commission Secretariat pursuant to the objectives of the Commission under Executive Order No. 121 and 349;
2. Coordinate and consult with members of the Commission and concerned agencies, sectors and groups, regarding the implementation and accomplishment of the objectives and programs of the Commission;
3. Coordinate and monitor the implementation of the Master Plan for Mt. Makiling Reserve Area and Laguna de Bay Region;
4. Recommend the approval of the Secretariat's Work and Financial Plan, annual Program of Activities and Key Result Areas/Targets;
5. Recommend the approval and or renewal of appointment of personnel of the Commission Secretariat including service contracts for consultancy and other personnel services;
6. Approve contracts, disbursements and requisition vouchers and other financial transactions of not more that P100,000, except contracts for consultancy and personnel services;
7. Approve payrolls, trip tickets, personnel pass slips, gate passes and leave of absences and travel orders of personnel of the Secretariat, and
8. Submit regular reports and updates on the accomplishment of the Secretariat, financial status, KRA, and information about hot issues and critical matters affecting the subject area and prepare progress/accomplishment reports of the Commission for submission to the President.
9. Perform other related functions.

The Secretariat Coordinator shall report to and receive instructions from the DENR Secretary as Chairman of the Commission through the Undersecretary, Environment and Programs Development, who will exercise overall supervision over the operation of the Secretariat.

This Order takes effect immediately and shall revoke Special Order No. 1570 and 1321 Series of 1994 and 1995 respectively, and amends all Orders inconsistent herewith.

**VICTOR O. RAMOS**  
Secretary and Chairman  
MMRALBC