



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Dilliman, Quezon City, 1100  
Tel. Nos.: (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

APR 30 2001

**DENR SPECIAL ORDER**  
NO. 2001- 189A

**SUBJECT: CLARIFICATION ON SPECIAL ORDER NO. 2001-189**

Pursuant to Special Order No. 2001-189 dated 25 April 2001 designating the Head Executive Assistant (HEA), in concurrent capacity, as the direct supervisor of the Financial Management Service (FMS) and the General Services Division (GSD), this order is issued to further clarify the functions and authorities delegated to the HEA as well as concerned Offices' responsibilities and reporting relationships.

In view thereof and pursuant to relevant provisions of Department Administrative Order No. 2000-11 (*Revised/Updated Manual of Approvals*), the HEA shall perform the functions of the Assistant Secretary for Management Services, particularly, the recommending actions or approval of applicable Financial (Section III), Materials Management (Section IV), Infrastructure Contracts (Section V) and Non-Infrastructure Contracts (Section VI) transactions. Corollary to this, the FMS Director shall continue to sign the recommending approval or approval of all documents or transaction of all financial matters, including the countersigning of checks within the limits of authority as defined under DAO 2000-11 while the Chief, GSD shall report directly to the HEA.

This Order shall take effect immediately and supercedes all issuances or parts thereof inconsistent herewith.

  
**HEHERSON T. ALVAREZ**  
Secretary



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APR 25 2001

**DENR SPECIAL ORDER**  
**NO. 2001 - 189**

**SUBJECT: DESIGNATING THE HEAD EXECUTIVE ASSISTANT (HEA)  
IN CONCURRENT CAPACITY, TO DIRECTLY SUPERVISE  
THE FINANCE MANAGEMENT SERVICE AND GENERAL  
SERVICES DIVISION.**

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In the interest of the service, the Head Executive Assistant (HEA), in concurrent capacity, is hereby authorized to directly supervise the Finance Management Service (FMS) and the General Services Division (GSD). In this regard, the Director, FMS and the OIC-Chief, GSD are hereby instructed to report directly to the HEA.

In view hereof, Special Order No. 99-21 dated 11 January 1999 is hereby revoked. Thus all Regional officials/personnel presently assigned at the DENR Central Office shall henceforth be supervised by the Undersecretary for Environment and Natural Resources Operations.

This Order shall take effect immediately and revoke/amend all orders inconsistent herewith.

  
**HEMERSON T. ALVAREZ**  
Secretary