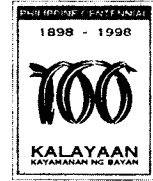




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JUN 13 2001

**DENR SPECIAL ORDER**

No. 2001- 244

**SUBJECT: Creation of a Committee to operationalize and implement the “TXT e-mail DENR” Project.**

In the interest of the service and in order to operationalize and implement the “TXT e-mail DENR” Project, a Project Committee is hereby created, to be composed of the following:

**A. Project Steering Committee**

1. The Director, Decision Support Systems Office (DSSO) - Chairman;
2. The Director, Special Concerns Office (SCO) - Vice-Chairman;
3. The Director, Public Affairs Office (PAO);
4. The Director, Financial Management Service ;
5. The Chief, General Services Division (GSD);
6. The Chief, Telecommunications Unit ;
7. Representative – Office of the Head Executive Assistant (HEA);
8. Representative – Office of the USEC for ENR-Operations;
9. Representative – Office of the USEC for ENR-Legal and Legislative Affairs; and
10. Representative – Office of the USEC for Policy and Planning.

The Project Steering Committee shall provide overall direction and guidance for the effective realization of the goals and objectives of the project. They shall meet, as the need arises, to monitor and assess the project’s implementation and performance.

**B. Technical Working Group (TWG)**

1. Representative – Office of the HEA
2. Representative – OSEC
3. Representative – Office of the USEC for ENR-Operations
4. Representative – Office of the USEC for ENR-Legal and Legislative Affairs
5. Representative – Office of the USEC for Policy and Planning.
6. Representatives – Records Management and Documentation Division;
7. Representatives – PAO
8. Representative – Environmental Management Bureau (EMB)
9. Representative – Mines and Geo-Sciences Bureau (MGB)
10. Representative – Forest Management Bureau (FMB)
11. Representative – Lands Management Bureau (LMB)
12. Representative – Ecosystems Research and Development Bureau (ERDB)

13. Representative – Parks and Wildlife Bureau (PAWB)
14. Representative – National Mapping and Resource Information Authority (NAMRIA)
15. Representative – Laguna Lake Development Authority (LLDA)

The TWG will formulate guidelines for the implementation of the project. Specifically, the TWG will:

1. Formulate guidelines for the management of messages received through the “TXT e-mail DENR” Project; These would include immediate acknowledgement of received messages, classification of messages, routing, transmittal or forwarding of messages, message tracking, monitoring of responses from offices messages were referred to, etc.
2. Formulate guidelines for the periodic reporting system of the project; and
3. Formulate guidelines, as deemed necessary, for the improvement of project implementation.

**C. Operations Coordinator (Chief, Management Information Systems Division)**

The Operations Coordinator will oversee operations of the “TXT e-mail DENR” Project, ensuring that all operational aspects are functioning as planned. The specific functions of the Operations Coordinator are as follows:

1. Coordinate with the Message Handling Specialists (MHSs) and Technical Support Staff (TSS) on operational matters;
2. Implement the directives of the steering committee;
3. Monitor project operations, to ensure that the system has adequate capacity in terms of hardware, software, data communications and staffing appropriate to the volume of messages received; and
4. Recommend to the Steering Committee measures to improve operational performance.

**D. Message Handling Specialists (MHS)**

1. Representative – Office of the HEA
2. Representative – Planning and Policy Office (PPSO)
3. Two (2) representatives – Records Management and Documentation Division;
4. Two (2) representatives – PAO
5. Two (2) representatives – Environmental Management Bureau (EMB)
6. Representative – Mines and Geo-Sciences Bureau (MGB)
7. Representative – Forest Management Bureau (FMB)

8. Representative – Lands Management Bureau (LMB)
9. Representative – Ecosystems Research and Development Bureau (ERDB)
10. Representative – Parks and Wildlife Bureau (PAWB)
11. Representative – National Mapping and Resource Information Authority (NAMRIA)
12. Representative – Laguna Lake Development Authority (LLDA)

They shall have hands-on training on the project operations prior to performing their general and specific functions.

#### *General Functions and Qualifications*

Provide, immediately if possible, the appropriate response to all messages received through the “TXT e-mail DENR” Project. Otherwise, distribute or route messages to the concerned office or person, for appropriate action.

The MHSs must be knowledgeable on the DENR’s: (1) mandate, (2) organizational and functional structure, (3) areas of concern (4) prevailing records and document routing systems and procedure. They should be computer literate and familiar with the project’s technology.

#### *Specific Functions*

1. Ensure that all messages received are promptly and properly acknowledged;
2. Route or forward the message to the appropriate office, but preferably to the specific individual representing the office concerned;
3. Monitor and prepare periodic reports on the status of messages, taking note of the response and/or actions taken, or at least ensure that the office concerned is notified of the need to respond to the sender of the legitimate message;
4. Coordinate with the operations coordinator and technical support staff, reporting any problems or areas of concern that may hamper operations.

The MHSs shall be assigned a specific day/shift within the week to man the project operations office.

#### **E. Technical Support Staff**

1. Representative – GSD
2. Representative – FMS
3. Roy O. Gulane – SCO
4. Yul Jose Malicsi – MISD
5. Eugene de Guzman – MISD
6. Ricardo Cruz Jr. – MISD

7. Eliazar Cantuba - MISD
8. Glen Mendoza - MISD
9. Jose Timothy Martin – MISD

*General and Specific Functions:*

Ensure continuous operation of the information and communication technology components of the “TXT e-mail DENR” Project. Technical support staff must have a working knowledge of the information and communication technologies involved, specifically:

1. Make or recommend improvements or upgrade the existing software application and hardware/network setup to streamline operations;
2. Train and orient the MHSs on the technical aspects in operating the hardware, software and communication components of the system, as appropriate;
3. Perform specialized data and communication management functions including data backups, hardware, software and network maintenance and troubleshooting;
4. Coordinate with the technical staff of the project partners, initially Smart Communications, Inc. and Globe Telecom, in resolving technical issues.

Initial staffing of the Committee will come from the existing personnel component of the DENR to ensure the operationalization of the project. As the operational aspects of the project have been set in place, the DENR may hire qualified personnel to be permanently assigned to the project.

This Order shall take effect immediately and remain in force as long as the “TXT e-mail DENR” Project exists.



**HEHERSON T. ALVAREZ**  
Secretary