



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
No. 2001- 775

DEC 03 2001

**SUBJECT: CREATION OF THE PROGRAM STEERING
COMMITTEE AND TEAMS FOR THE DENR
EMS GREENING PROGRAM**

In line with the DENR's responsibility as the lead agency in the protection and conservation of the country's natural resources and environment, a DENR Greening Program under the Environmental Management System (EMS) shall herein be established in the Department Proper, Bureaus, Regional Offices, and Attached Agencies with the aim of achieving a sound and improved environmental performance. This program will supplement the Cleanliness and Orderliness Circle/Program (COC) created under Memorandum Order No. 2001-11 dated 26 July 2001.

A Program Steering Committee (PSC) on the DENR EMS Greening Program, supported by respective Teams shall be created in the Department Proper to spearhead its implementation.

Similar Committee (PSC) and Teams shall be created in each Bureau, Regional Office, PENRO, CENRO and Attached Agency/GOCC to implement the program nationwide.

I. COMMITTEE AND TEAM COMPOSITION AND FUNCTIONS

- A. The Program Steering Committee (PSC) shall be constituted in the Department Proper, as follows:

Asst. Secretary for Finance & Mgt. Services	- Chair
Director, Administrative Service	- Vice-Chair
Director, HRMS	- Member
Director, ENR-FASPO	- Member
Director, PAO	- Member
Chief, Management Division	- Member
Chief, General Services Division	- Member
Environmental Mgt. Bureau Representative	- Member

The PSC shall perform the following functions:

1. Assess the ISO 14001 requirements and determine the practices and position of the department with regard to environmental protection and conservation.
2. Formulate and implement an appropriate and simple EMS in the Department Proper, Bureaus, Regional Offices and Attached Agencies.
 - a. Define and establish an environmental policy on the department's commitment to environmental protection and conservation, and ensure the policy's implementation, maintenance, and communication to all stakeholders.
 - b. Set the environmental objectives and targets consistent with the environmental policy.
 - c. Establish and maintain an environmental management programme to implement the policy and to effectively attain the environmental objectives and targets.
 - d. Establish and maintain procedures on the identification of environmental aspects, training needs, communication, documentation, operational control, emergency preparedness and response, non-conformance and corrective action, records and audit.
 - e. Conduct management review of the EMS to determine and ensure its effectiveness and suitability, and install necessary changes to EMS elements.
3. Provide the resources essential to the implementation of the EMS Greening Program.
4. Recommend personnel who will undertake functions or responsibilities of other components of the EMS.
5. Establish linkages with other government agencies, local government units, the private sector, and other stakeholders to support and promote the program.
6. Report to the Secretary the environmental performance of DENR and respective Offices.
7. Secure certification to ISO 14001.
8. Develop a reward and penalty system for effective and strict implementation of the program.

B. The PSC shall be supported by six (6) Teams, as follows:

1. **Green Procurement Team**
2. **Solid Waste Management Team**
3. **Energy and Water Conservation Team**
4. **Paper and Materials Conservation Team**
5. **Anti-smoke Belching for DENR Vehicles Team**
6. **Emergency Preparedness and Response Team**

The Teams shall perform the following functions and responsibilities specific to its area or scope of the greening program:

1. Conduct a Preparatory Environmental Review, which is an assessment of the department's environmental situation and its environmental impacts, the results of which will be used in the formulation of an environmental policy. Specifically, the team shall identify the environmental aspects of the department's activities, products or services that have significant impacts on the environment.
2. Recommend to the PSC specific environmental objectives and targets in order to minimize the negative environmental impacts.
3. Develop environmental management programme activities geared towards the enhancement of the EMS.
4. Determine the level of competence, experience and training needs of personnel performing specialized environmental management functions.
5. Recommend standards for environmental performance.
6. Develop and recommend to PSC the criteria for evaluating environmental performance.

II. ORGANIZATIONAL STRUCTURE

Consistent with the preceding environmental management functions and responsibilities, the Organizational Structure of the DENR Greening Program is presented in Annex A, and shall form an integral part of this Order.

The composition of the Teams on DENR EMS Greening Program in the Department Proper is presented in Annex B. Similar staffing pattern should be created in other DENR offices and Attached Agency/GOCC.

III. OTHER FUNCTIONS

In order to complement the other components of the EMS, the following Group/Offices in the Department Proper shall perform functions as follows:

- A. The Human Resource Management Service (HRMS) shall be responsible in the preparation of training designs, and the coordination and conduct of trainings and workshops to promote awareness on the significant impacts of work activities and performance of personnel aimed towards improved environmental performance.
- B. The Public Affairs Office (PAO) shall conceptualize and implement an IEC program marketing and out-reach efforts on the program to promote the support of relevant groups, thereby ensuring the success of the implementation of the EMS.
- C. The ENR Foreign-Assisted and Special Programs Office (ENR-FASPO) shall be responsible for the packaging of identified projects or programmes to be implemented, for possible funding by foreign donors.
- D. The Management Division shall act as the Secretariat of the DENR Proper EMS Greening Program.
- E. Advisers can be tapped by PSC to recommend, collaborate, and support the tasks on the EMS Greening Program.

IV. REPORTS

The status of action taken on the implementation of the EMS Greening Program in the Bureaus, Regional Offices, PENROs, CENROs, and Attached Agencies, and other related reports shall be submitted to the PSC Department Proper (Attention: Management Division, Office of the Assistant Secretary for Finance and Management Services) for monitoring purposes. Submission of first report on the implementation of this Special Order shall be made not later than 14 December 2001.

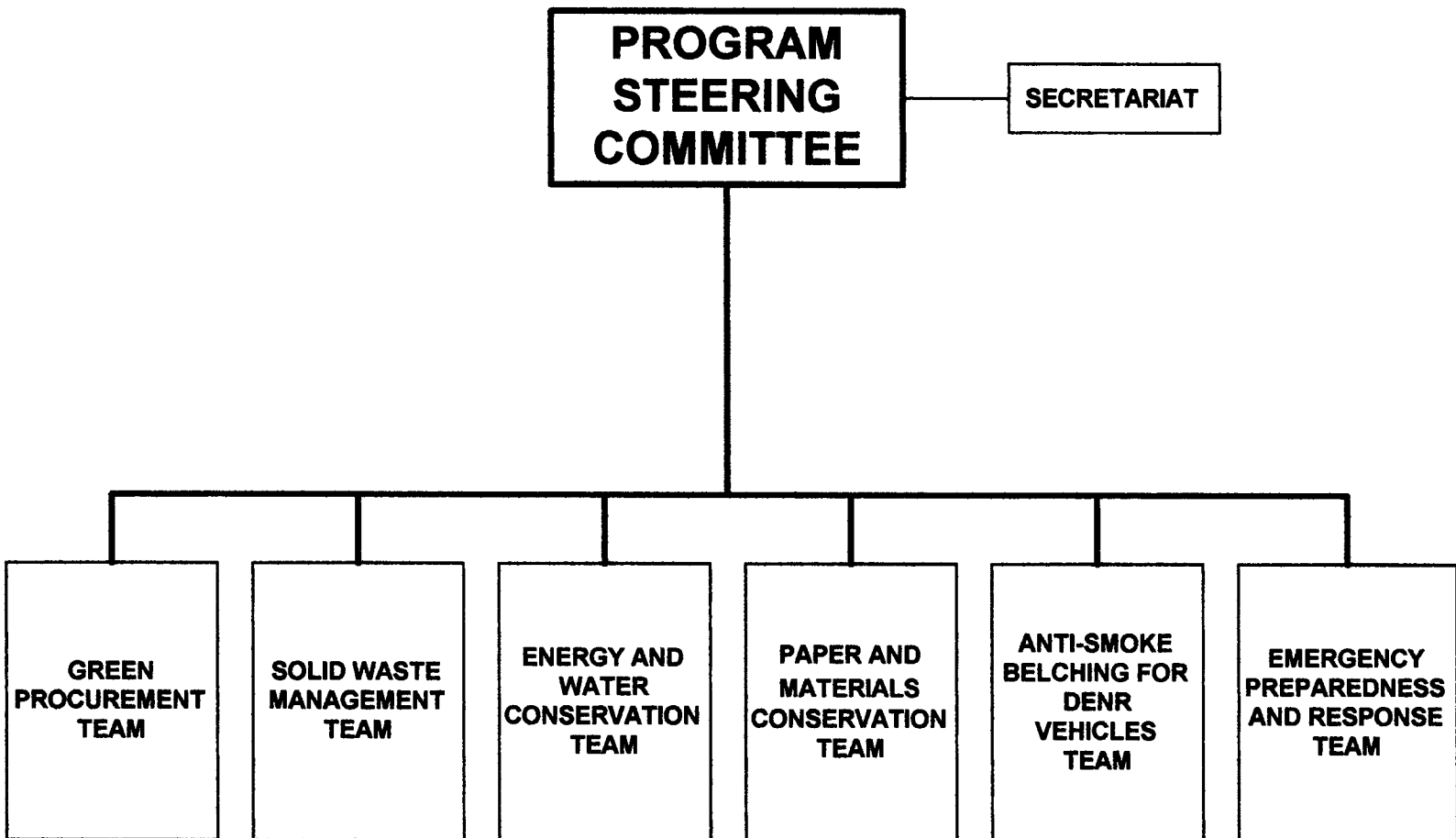
This Order shall take effect immediately.



MEHERSON T. ALVAREZ
Secretary

fn: sodenrgreen2

ORGANIZATIONAL STRUCTURE DENR EMS Greening Program



**TEAMS ON DENR EMS GREENING PROGRAM
DEPARTMENT PROPER**

1. Green Procurement Team

Gilbert Mondroy	- Team Leader
Miriam Marcelo	- Member
Marilou Calado	- Member
Estela Valdez	- Member
Zenaida Gutierrez	- Member
Emmie L. Ignacio	- Member

2. Solid Waste Management Team

William T. Ragos	- Team Leader
Charlie Agati	- Member
Abigail Garido	- Member
Evelyn Nillosan	- Member
Claro Aquino	- Member
Raul T. Jardin	- Member

3. Energy and Water Conservation Team

Al O. Orolfo	- Team Leader
Rosalina Enriquez	- Member
Engr. Emmanuel David	- Member
Engr. Guillermo Estipona, Jr.	- Member
Alexis Lapis	- Member
Leza A. Acorda	- Member

4. Paper and Materials Conservation Team

Emelita Aguinaldo	- Team Leader
Yolanda Gomez	- Member
Cresencia Olivar	- Member
May Canlas	- Member
Dolores Prudente	- Member
Elvira Pausing	- Member

5. Anti-smoke Belching for DENR Vehicles Team

Manuel Trampe	- Team Leader
Atty. Roxanne Turingan	- Member
Tranquilino Cabacungan	- Member
Engr. Jaime Jacobo	- Member
Danilo Manaloto	- Member
Arturo B. Bongco	- Member

6. Emergency Preparedness and Response Team

Dr. Emmanuel Pilar	- Team Leader
Dr. Oscar Calim	- Member
Celso Bautista	- Member
Joseph Esperanza	- Member
Corazon Bautista	- Member
Harry Quiaoit	- Member
Supervisor Security Force	- Member