



Republic of the Philippines
Department of Environment and Natural Resources

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DENR SPECIAL ORDER
Number 2002- 1026

NOV 29 2002

SUBJECT : AUTHORIZING THE SPECIAL CONCERNS OFFICE TO FORM THE DENR BAYANIHANG BAYAN DESK AND THE PROGRAM TECHNICAL GROUP UNDER THE BAYANIHANG BAYAN PROGRAM FOR GOVERNMENT SERVICE.

In the interest of the service and pursuant to Malacanang Memorandum Order No. 45 dated December 7, 2001 and its Implementing Rules and Regulations dated April 16, 2002, the Special Concerns Office is hereby authorized to form the Bayanihang Bayan Desk at the said office, who shall serve as the coordinating unit in the implementation of the Program in the Department. The Desk shall be composed of the following:

Bayanihang Bayan Desk Officer	-	Julita A. Mustapha
Bayanihang Bayan Technical Staff	-	Roy O. Gulane
Bayanihang Bayan Technical Staff	-	Marcela H. Estorosos
Bayanihang Bayan Support Staff	-	Diana Jean P. Noble

To ensure coordination in the implementation of the Bayanihang Bayan Program, principal and alternate coordinators shall be designated by the Bureau Directors, Head of Attached Agencies, Regional Executive Directors and Program & Project Directors within their respective office.

The Designated Bayanihang Bayan Program Coordinators shall have the following duties and functions:

1. Conduct orientation on Bayanihang Bayan Program within their respective Office;
2. Prepare list of Programs or Projects within their respective Office that requires volunteer assistance as well as identify in coordination with the Head concerned their volunteer needs;
3. Monitor and assess the implementation of the Bayanihang Bayan Program within their respective Office;
4. Submit quarterly reports as required by the Bayanihang Bayan Desk in relation to the implementation of the Bayanihang Bayan Program;
5. Perform such other duties and functions as maybe assigned in relation to the program.

A Program Technical Group shall be further created to provide direction for the effective implementation of the program and ensure the participation to the program of various offices and units of the Department. They shall likewise recommend adoption of department policies to effectively implement and carry out the objectives of the program. The PTG shall be composed of the following.

Director, Special Concerns Office
Director, Administrative Service
Assistant Director, Special Concerns Office
Representative, OUNRO
The Chief, Management Information System Division
Representative, Foreign Investment Service, FASPO
Representative, Local Investment Support Service, FASPO
Bayanihang Bayan Desk Officer

The members shall by consensus select from among themselves the chairperson who will preside over specific meeting and or deliberation.

The Bayanihang Bayan Desk shall provide secretariat support to the Program Technical Group.

The Director Finance Management Service, all Bureau Directors, Head of Attached Agencies, Regional Executive Directors, Program & Project Directors are directed to provide operational as well as administrative support for the effective implementation of the Bayanihang Bayan Program. They are likewise directed to set aside appropriate funds upon submission of an approved work and financial plan.

Expenses to be incurred in the implementation of this Program shall be charged against each respective Office subject to the usual accounting and auditing procedures.

This Order takes effect immediately.



HEHERSON T. ALVAREZ
Secretary

Annex "A"

List of Bayanihang Bayan Coordinators:

Principal	Alternate	Office
1. Ma. Gerarda Asuncion D. Merilo	Elvira Pimentel	EMB
2. Remedios T. Evangelista	Nilda Patiga	FMB
3. Rhoda M. Noble	Chona M. Tamaca	MGB
4. Mario E. Santiago	Thelma Perez	PAWB
5. Rainier D. Balbuena	Grace S. Sope	LMB
6. Gregorio Santos, Jr.	Manuel Bravo	ERDB
7. Soledad A. Reyes	Heide C. Piniero	LLDA
8. Emelie Manalad	Rommel J. Gatdula	NAMRIA
9. Jeslina B. Gorospe	Abigail L. Garrido	FASPO

As provided for under the proposed Special Order, all Regional Executive Directors, Program and Project Directors shall likewise designate a principal and alternate Bayanihang Bayan Coordinators in their respective office.