



Republic of the Philippines
Department of Environment and Natural Resources

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SPECIAL ORDER

No. 202-438

MAY 30 2002

SUBJECT: **Designating Chief Ecosystem Management Specialist (EMS) GEORGE F. GUILLERMO as PROJECT MANAGER of the Samar Island Biodiversity Project (SIBP).**

In the interest of the service and in line with the commitment of the DENR to implement the Samar Island Biodiversity Project (SIBP), Chief EMS GEORGE F. GUILLERMO is hereby designated as PROJECT MANAGER of the SAMAR ISLAND BIODIVERSITY PROJECT.

As Project Manager, he shall be responsible for the overall management of SIBP and for meeting government obligations under the project, as provided for in the Project Document (PRODOC). His specific duties and responsibilities includes the following:

1. Supervise and coordinate the production of project outputs;
2. Mobilize all project inputs in accordance with UNDP procedures for nationally executed projects;
3. Supervise and coordinate the work of all project staff, consultants, and sub-contractors;
4. Coordinate the recruitment and selection of project personnel;
5. Prepare and revise project work and financial plans, as required by DENR and UNDP;
6. Liaise with DENR, UNDP, other government agencies, and all project partners, including donor organizations and NGOs for effective coordination of all project activities;
7. Coordinate with PAMB, PAWB and DENR-8 in the formulation of DENR policies relative to the establishment of the Samar Island Natural Park (SINP). He shall integrate project plans and activities to the regular plans and key result areas of the afore-mentioned institutions;
8. Facilitate administrative backstopping to sub-contractors and training activities supported by the Project;
9. Oversee and ensure timely submission of quarterly financial reports, quarterly progress reports, PPER, mid-term reports, and other reports as may be required by UNDP, DENR and other oversight agencies;
10. Disseminate project reports to concerned stakeholders and respond to their queries;

11. Represent the project in the PSC and ensure the fulfillment of PSC directives;
12. Oversee the exchange and sharing of experiences and lessons learned with community-based integrated conservation and development projects in the domestic and international community.

As Project Manager he shall report directly to the Project Steering Committee (PSC). However, he shall be under the general supervision of the Regional Executive Director of DENR Regional Office No. 8 and the Assistant Director of PAWB, in their capacity and responsibility as oversight and monitoring bodies to ensure effective implementation of the project.

This order takes effect immediately and supersedes, modifies or amends any and all orders inconsistent herewith.



HERERSON T. ALVAREZ
Secretary

MAY 30 2002