



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman, 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

Special Order  
No. 582  
Series of 2002

JUL 25 2002

**SUBJECT: Establishing the Management Arrangement and Designation of DENR Personnel to Implement the ENR Shell Program for Environment and Natural Resources Framework Development and Implementation**

In the interest of the service and as the Executing Agency for the ENR Shell Program on Environment and Natural Resources Framework Development and Implementation (as provided in the project document signed between UNDP and this Department last June 11, 2002), a Management Arrangement is hereby established within DENR as shown in Annex A. The functions of the various offices/officials provided in the Project's Organizational Structure are as follows:

**A. Project Management Structure and Functions**

**1. Project Director**

A Project Director is hereby designated to oversee and ensure the smooth implementation of the various components of the shell program. The Shell program is an umbrella program for all projects dealing with the development of a framework (both sectoral and sub-sectoral) that would guide the planning and implementation of interventions for the protection of the environment and the sustainable development of natural resources. As such, the integration, consistency and complementation of outputs of the various projects that would be included under this umbrella program shall be the responsibility of the Project Director.

Specifically, the Project Director will have the following functions and responsibilities:

- Provide advisory and policy guidance towards the attainment of the Program Objectives
- Approve and endorse project proposals for inclusion in the Program

- Approve and endorse the Work and Financial Plans of the different component projects of the Program submitted for UNDP assistance/funding
- Approve and endorse the consultants and other personnel to be hired by the projects under the Shell Program
- Report to the Secretary and the Portfolio Steering Committee of Ensuring Environmental Sustainability (PSCEES) under NEDA the status of Program implementation

## **2. Project Management Office**

To back up the Project Director, there shall be created a Project Management Office composed of the Technical Team and the Administrative Group.

### **2.1. Technical Team**

The Technical Team shall be headed by a Project Team Leader and assisted by an Assistant Project Team Leader. They shall be supported by a pool of technical experts coming from the DENR Staff and Line Bureaus.

The **Project Team Leader and the Assistant Project Team Leader** shall be responsible for ensuring the technical soundness of the framework plans and other outputs produced under the ENR Shell Program. Specifically, they shall perform the following functions and responsibilities:

- Coordinate and synchronize the activities of the UNDP Counterpart Team/Consultants on the implementation of the Program
- Mobilize sectoral experts to ensure integration of their concern in the Program outputs
- Mobilize inter-agency support to ensure attainment of Program Objectives
- Undertake overall progress monitoring, evaluation and reporting of Program outputs to ensure quality.
- Organize technically-equipped teams to ensure dissemination of the framework plans

The Technical Experts shall consist of representatives of line and staff bureaus who shall either be the Director, the Assistant Director or the Chief, Planning Officer. They shall be responsible for ensuring the integration of their sectoral concerns in the Program outputs and for ensuring adoption of the framework plans by all concerned parties. Specifically, they shall perform the following functions and responsibilities:

- Provide technical advice/comments to consultants on the formulation of ENR and sub-sectoral framework plans

- Ensure the implementation of the Program output through the integration of the policies and strategies contained in the framework plan in the formulation of sub-sectoral development/master plans and strategies
- Act as advocates of the ENR and sub-sectoral framework plans developed by the ENR Shell Program

## **2.2. Administrative Group**

The Administrative Group shall be based at the Planning Service and shall be headed by a Project Manager. She/he shall be supported by technical staff from the Planning and Policy Office, an administrative/finance staff, a researcher and a clerk.

The **Project Manager** shall be responsible for overseeing the day to day operation of the Program and ensuring that all milestones and deliverables are achieved on time. Specifically, she/he shall be responsible for the following:

- Mobilize the technical and administrative support staff to ensure implementation of planned activities
- Act as the overall fund manager of all UNDP-assisted projects within the Shell Program
- Monitor the progress of Program implementation including financial disbursements
- Coordinate with UNDP and the Project Management Offices of Implementing Agencies regarding reporting of financial and physical plans and performance
- Submit consolidated progress and financial reports of the Program to UNDP and other oversight bodies
- Report, on periodic basis, progress of Program implementation to the Project Director
- Act as the Assistant Project Team Leader
- Supervise the work of the personnel hired under the Program

The **Technical Support Staff and the Researcher** shall be the technical back-stop for both the Consultants and the DENR Technical Team. Specifically, they shall perform the following function:

- Assist the Consultants and provide insights in the analysis of their respective sub-sector
- Provide preliminary assessment/comments on the work of the Consultants
- Assist in the conduct of meetings, workshops and relevant seminars
- Facilitate gathering of information needed by the Consultants

- Ensure incorporation/integration of the Program outputs in the regular activities of the Planning and Policy Studies Office
- Assist in the dissemination of the Program outputs to target clientele/stakeholders

The **Administrative Support Staff**, on the other hand, shall be responsible for the following:

- Record keeping
- Preparation of consolidated progress and financial reports
- Coordinating conduct of workshops, meeting and relevant seminars
- Scheduling of activities
- Day-to-day management of the office

### **2.3. Implementing Agencies**

Each project incorporated in the Shell Program shall create its own Project Management Office (PMO). Each PMO shall be treated as an Implementing Agency within the context of the Shell Program. All Implementing Agencies shall report to and obtain guidance from the Project Director of the ENR Shell Program.

#### **B. Designation of Personnel**

Having created the management arrangement for the ENR Shell Program, the following officials/personnel of this Department are hereby designated to the different positions mentioned above:

**Project Director** : USEC Demetrio L. Ignacio Jr.

**Project Team Leader** : Director Eriberto C. Argete

**Assistant Project Team Leader  
and Project Manager** : OIC Director Lilia SD. Raflones

#### **Sectoral Experts**

Forest Resources & Watershed:	Director Romeo T. Acosta (FMB)
Land Resources & Management:	Director Concordio Zuñiga (LMB)
Mineral Resources & Mining :	Asst. Dir. Edwin Domingo (MGB)
Coastal/Marine Habitat and Environment :	Dir. Florendo Barangan (CMMO)
Biodiversity Resources :	Ms. Angelita Meniado (PAWB)
Urban Environment Management:	Ms. Ma. Victoria Abrera (EMB)

### **Technical Support Staff**

Forest Resources & Watershed:	OIC Dir. Marcial Amaro Jr. (PSS) Ms. Thelma Alcaraz (PPD)
Land Resources & Management:	Ms. Yolanda B. Gomez (PPD) Ms. Josephine L. Gomez (PPD)
Mineral Resources & Mining :	Dr. Noel Padilla (PSD) Mr. Pablito Ofrecia (PPD)
Coastal/Marine Habitat and Environment :	Ms. Zenaida Muñoz (SCD) Mr. Samson Sapaden (PPD)
Biodiversity Resources :	Ms. Julieta U. Texon (PDED) Ms. Cecilia Mendoza (PPD)
Urban Environment Management:	OIC Dir. Joseph Lita (EAS) Ms. Digna Pacis (PPD)

All the expenses to be incurred by the Project Director and the Project Management Office in the discharge of their functions shall be charged against the project budget provided for by UNDP. On the part of the DENR, it shall provide the office space and the counterpart technical staff on part time basis.

The Project Director and the PMO of the ENR Shell Program are also authorized to call on other DENR offices or personnel to ensure project implementation.

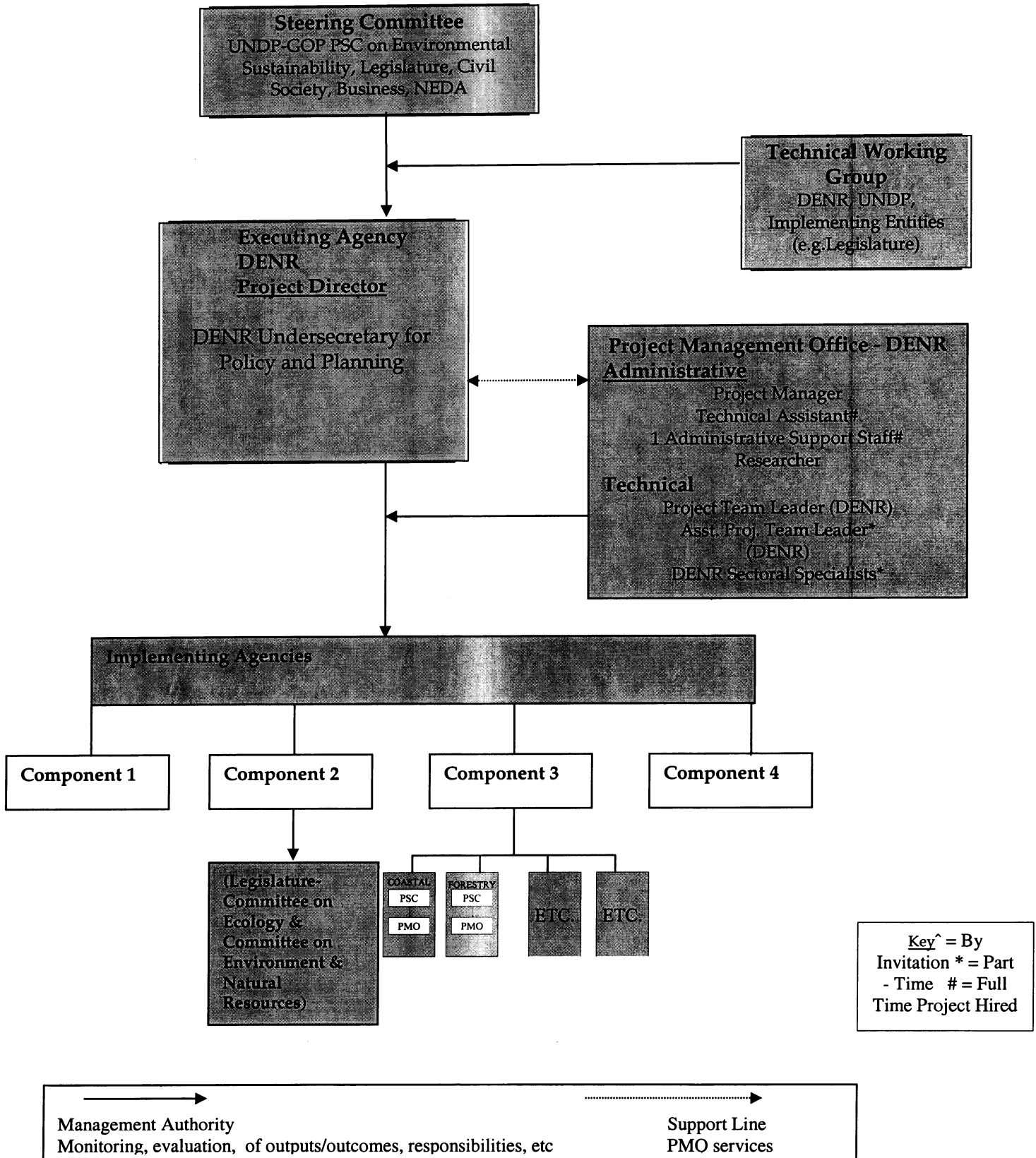
This Order takes effect immediately and shall remain in force unless otherwise revoked in writing.

  
**HEHERSON T. ALVAREZ**  
Secretary

**JUL 25 2002**

# Management Arrangements

ANNEX A



Key = By  
 Invitation \* = Part  
 - Time # = Full  
 Time Project Hired

→ Management Authority  
 Monitoring, evaluation, of outputs/outcomes, responsibilities, etc

⋯ Support Line  
 PMO services