



Republic of the Philippines
Department of Environment and Natural Resources

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DENR Special Order

No. 2002-989

NOV 18 2002

SUBJECT : FURTHER DEFINING THE FUNCTIONS AND RESPONSIBILITIES OF THE CENTRAL PROJECT MANAGEMENT OFFICE (CPMO) OF THE SOUTHERN PHILIPPINES IRRIGATION SECTOR PROJECT WATERSHED MANAGEMENT SUB-COMPONENT(SPISP-WMS).

In the interest of the service, and pursuant to the Memorandum of Agreement entered into by and between the National Irrigation Administration (NIA) and the DENR, the functions and responsibilities of Southern Philippine Irrigation Sector Project-Watershed Management Sub-Component (SPISP-WMS) Central Project Management Office created under DENR Special Order No. 2002-37 in the Forest Management Bureau is further defined as follows:

The CPMO shall perform the following functions:

1. Monitor and evaluate the progress of project field implementation in close coordination with NIA, FASPO and other concerned offices of the DENR;
2. Consolidate and package the yearly program of work and financial plan of the different core project sites for submission and approval of oversight offices or agencies;
3. Provide technical assistance/advice to site project management offices and/or project participants;
4. Undertake information dissemination and other advocacy-related activities;
5. Maintain linkage with the overall SPISP Project Management Office based at the National Irrigation Administration;
6. Prepare and submit regular technical and financial accomplishment reports as may be required by NIA, FASPO and other oversight agencies;
7. Coordinate the overall implementation of the different project activities as contained in the approved Work and Financial Plan;

8. Facilitate the conduct of site characterization, profiling, planning and implementation for other non-core watershed areas as may be identified jointly by DENR and NIA; and
9. Call on the assistance of other DENR offices in the pursuit of project objectives and targets

To facilitate the conduct of the aforementioned tasks, the CPMO shall have the following organizational structure:

1. **Project Director.** The Project Director shall oversee the overall implementation of the project and shall see to it that the different activities as contained in the project documents and the approved Work and Financial Plan are properly implemented. He shall also serve as the agency's focal person to NIA and other oversight agencies necessary to facilitate project implementation.
2. **Project Executive Director.** The Project Executive Director shall be the chief executive officer for project implementation. As an *alter ego* of the Project Director, he shall provide the day-to-day directions, supervision and management for the smooth operations of the CPMO.
3. **Technical Operation Specialist.** The Technical Operation Specialist shall head the Planning and Technical Operations Division of the CPMO.
4. **Financial Operations Specialist.** The Financial Operations Specialist shall head the Financial Operations Division of the CPMO.
5. **Administrative and Advocacy Operations Specialist.** The Administrative and Advocacy Operations Specialist shall head the Advocacy and Operations Division of the CPMO.

The designated Project Director, Project Executive Director and Finance Operations Specialist in CPMO pursuant to DENR S.O. No. 2002-37 shall continue to perform their mandated functions. In addition thereto, the following are designated as follows:

Technical Operations Specialist	-	For. Nonito M. Tamayo
Administrative and Advocacy Operations Specialist	-	Lisette G. Monteno

The following shall be the functions of the different Divisions of the CPMO:

1. Planning and Technical Operations Division
 - a. Coordinate the planning of SPISP activities;
 - b. Monitor and evaluate project implementation;
 - c. Provide technical advice/assistance to core and non-core project sites;

- d. Consolidate and package project progress report for submission to NIA, FASPO and other oversight agencies;
 - e. Perform other functions as may be assigned by the Project Director and/or Project Executive Director.
2. Financial Operations Division
- a. Coordinate the preparation of Work and Financial Plans for submission to NIA;
 - b. Facilitate the release of funds to CPMO and SPMO Core and non-core project site;
 - c. Monitor Financial performance of core and non-core project sites
 - d. Prepare and submit liquidation reports
 - e. Perform other functions as may be assigned by the Project Director and/or Project Executive Director.
3. Administrative and Advocacy Operations Division
- a. Personnel Management;
 - b. Equipment Maintenance and Inventory;
 - c. Records Management;
 - d. Procurement and control of project supplies and other materials;
 - e. In close coordination with the core-sites and other agencies, prepare a SPISP IEC plan and strategies;
 - f. Conduct of information, education and communication campaign including related advocacy works;
 - g. Perform other functions as may be assigned by the Project Director and/or Project Executive Director.

The CPMO Organizational Chart is attached as Annex A.

The Project Director, Project Executive Director and Heads of Divisions shall be entitled to representation and transportation allowance, honorarium and all other emoluments in the exercise of their functions.

All expenses incurred by the CPMO in the performance of its tasks/responsibilities shall be chargeable against project funds, subject to existing accounting and auditing rules and regulations.

The provisions of DENR Special Order No. 2002-37 concerning the creation of regional Sub-project Management Offices remain the same.

This Order takes effect immediately and supersedes other orders inconsistent herewith.



HEHERSON T. ALVAREZ
Secretary

NOV 18 2002

CENTRAL PROJECT MANAGEMENT OFFICE
Southern Philippines Irrigation Sector Project
Watershed Management Sub-Component (SPISP-WMS)
Organizational Structure

