



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
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 929-6626 loc. 2012 - 2014

JUN 11 2003

**SPECIAL ORDER**  
**NO. 2003- 454**

**SUBJECT: MAJOR ASSIGNMENTS OF DENR UNDERSECRETARIES (USECS) AND ASSISTANT SECRETARIES (ASECS)**

In the interest of effective management of the Department and to promote responsive public services, the major functions, responsibilities and authorities of the Undersecretaries and Assistant Secretaries are hereby defined as indicated in the following matrix:

NAME OF OFFICIAL, INTERNAL TITLE AND FUNCTIONAL ASSIGNMENT	SECTORAL ASSIGNMENT/ AUTHORITY	IMPORTANT INTER-AGENCY COMMITTEE AND OTHER ASSIGNMENTS
<p><b>Demetrio L. Ignacio, Undersecretary</b></p> <p><b>INTERNAL TITLE:</b>  <i>Undersecretary for Planning and Policy</i></p> <p><b>FUNCTIONAL ASSIGNMENT:</b>            Supervision over the Planning and Policy Service and the Policy Technical Working Group</p> <p>Coordinates policy papers for presentation in international fora</p> <p>Responsible for ENR policy formulation and for policy coordination vis-à-vis all bureaus and offices;</p> <p>Coordinates with the NEDA Secretariat in formulating/updating the national ENR development plans</p>	<p>Assists the Secretary in supervising the Mines and GeoSciences Bureau</p> <p>Supervises the reorganization of the National Water Resources Board into a regular bureau of the DENR</p> <p>Member, Pollution Adjudication Board</p>	<p>DENR's representative or Secretary's alternate in the following:</p> <p>Philippine International Trade Corporation</p> <p>National Power Corporation</p> <p>Philippine Council for Sustainable Development</p> <p>Investment Coordinating Committee</p> <p>National Statistical Coordination Board</p> <p>National Steering Committee of the Tourism Master Plan (DOT)</p> <p>National Ecotourism Steering Committee</p> <p>Capacity Building for Operationalizing a Rural Development Natural Resources Management Plan Performance Indicator (CapB RD/NRM PPIMS)</p> <p>Presidential Commission on Visiting Forces Agreement</p> <p>Inter-agency Committee on Biological and Genetic Resources</p> <p>Committee on Tariff and Related Matters (CTRM)</p>

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		<p>Technical Committee on WTO Matters</p> <p>WTO/AFTA Advisory Commission (AC)</p> <p>TESDA's TVET Sector Monitoring Program</p> <p>Philippine Council for ASEAN and APEC Cooperation</p> <p>Secretary's alternate in the National Development Company</p>
<p><b>Manuel D. Gerochi,</b> <b>Undersecretary</b></p> <p><b>INTERNAL TITLE:</b></p> <p><i>Undersecretary for Land Management</i></p> <p><b>FUNCTIONAL ASSIGNMENT:</b></p> <p>Supervision over the DENR Comprehensive Agrarian Reform Program (DENR-CARP) and over-all land management concerns at the Central Office;</p> <p>Assists the Secretary in the preparation of and securing Presidential approval of land proclamations</p>	<p>Assists the Secretary in supervising the Land Management Bureau and LAMP;</p> <p>Responsible for the titling of all untitled DENR real properties</p>	<p>Supervision of Task Force Arenda, Task Force 63 and BIMP-EAGA</p> <p>National Disaster Coordinating Committee</p> <p>Act as the Secretary's alternate in the National Anti-Poverty Commission</p> <p>GRP-NDF; JEMC (GRP-RPA-ABB)</p> <p>Agno River Basin Development Commission</p> <p>Presidential Commission on Sulu-Celebes</p>
<p><b>Renato A. de Rueda,</b> <b>Undersecretary</b></p> <p><b>INTERNAL TITLE:</b></p> <p><i>Undersecretary for Field Operations</i></p> <p><b>FUNCTIONAL ASSIGNMENT:</b></p> <p>Supervision over the Regional Offices</p> <p>Assists the Secretary in coordinating with Local Government Units and in supervising concerns on Indigenous Peoples.</p>	<p>Assists the Secretary in supervising the Forest Management Bureau and the Protected Areas and Wildlife Bureau;</p> <p>Responsible for the over-all implementation of the CBFM</p> <p>Member, Pollution Adjudication Board</p> <p>Member, Mine Adjudication Board</p> <p>Chair, BAC for Foreign Assisted Projects</p>	<p>Palawan Council for Sustainable Development</p> <p>TRANSCO</p> <p>Philippine Ports Authority</p> <p>Pasig River Rehabilitation Commission</p>

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<p><b>Rolando L. Metin, Undersecretary</b></p> <p><b>INTERNAL TITLE:</b></p> <p><i>Undersecretary for Management and Technical Services</i></p> <p><b>FUNCTIONAL ASSIGNMENT:</b></p> <p>Supervision over Finance, HRD and Administrative and Other Internal Services; Public Affairs Office and Information Systems Management</p> <p>Assists the Secretary in coordinating with the Department of Budget and Management and other oversight agencies on the organization and appropriations of the DENR</p> <p>Performs authority delegated to the ASEC Management Services as indicated in the Manual of Approvals and as modified by the Secretary</p> <p>Provides general staff and technical assistance to the Secretary</p>	<p>Assists the Secretary in supervising the Environmental Management Bureau, the Ecosystems Research and Development Bureau and the coastal and marine environment programs</p> <p>Management Representative, DENR Environmental Management System</p>	<p>PEMSEA National Focal Point Person</p> <p>National Social Action Council</p> <p>Philippine Export Zone Authority</p> <p>PCARRD Governing Council</p> <p>Development Academy of the Philippines</p> <p>Technology and Livelihood Resource Center</p>
<p><b>Rafael E. Camat, Assistant Secretary</b></p> <p><b>INTERNAL TITLE:</b></p> <p><i>Assistant Secretary for Foreign Assisted and Special Projects</i></p> <p><b>FUNCTIONAL ASSIGNMENT:</b></p> <p>Supervision over the Foreign Assisted and Special Projects Office</p> <p>Assists the Secretary in coordinating with oversight and donor agencies on the approval, monitoring and reporting of foreign assisted projects</p> <p>Program coordination vis-à-vis all bureaus and offices;</p> <p>Responsible for project development for donor funding, in coordination with Planning and Policy</p>	<p>Project Implementation Officer, FAPs</p>	<p>Clark Area Development Authority</p> <p>Livelihood Corporation</p> <p>UNDP Small Grants Programme National Steering Committee</p> <p>Belgian Integrated Agrarian Reform Support Programme (BIARSPZ) Steering Committee</p> <p>Co-Chair, UPLB-ERDB Joint Management Committee for the Use of Mt. Makiling Forest Reserve</p> <p>DENR's representative, Philippine Coordinating Committee(PCC), Japan- Philippines Economic Partnership Program</p>

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<p><b>Mylene G. Albano, Assistant Secretary</b></p> <p><b>INTERNAL TITLE</b></p> <p><i>Assistant Secretary for General Legal Services</i></p> <p><b>FUNCTIONAL ASSIGNMENT:</b></p> <p>Heads the implementation of the LAM Project;</p> <p>Supervises the DENR Legal Service and the legal work pertaining to the lands cases and other cases, except administrative cases</p>	<p>Pursues, through legislative process, the integration of LMB, NAMRIA and LRA into one unified authority.</p> <p>Serves as Mine Adjudication Board Legal Counsel</p> <p>Heads the Building Construction Committee at the Central Office</p> <p>Heads the Grievance Committee at Central Office</p>	<p>Focal Person: Mindanao NATIN</p> <p>Secretary's assistant in coordinating with Presidential Assistants for the Mindanao Region.</p>
<p><b>Raymond D. Mendoza, Assistant Secretary</b></p> <p><b>INTERNAL TITLE:</b></p> <p><i>Assistant Secretary for Legislative Liaison and Administrative Legal Services</i></p> <p><b>FUNCTIONAL ASSIGNMENT:</b></p> <p>Liaison with the Senate and House of Representatives and their committees</p> <p>Pursues actively ENR bills pending in Congress, particularly those initiated by the DENR, and updates the Secretary on the status of these bills</p> <p>Provides needed technical information to the Senate/House Committees concerned that may be needed for deliberation of ENR bills and coordinates with the various DENR offices and bureaus for this purpose</p> <p>Assists the Secretary in supervising the legal services pertaining to administrative cases involving DENR personnel</p>	<p>Heads the Bids and Awards Committee for procurement of goods and services, except those for FASPO, which is handled by another BAC.</p> <p>Heads the Promotion and Selection Board at the Central Office</p>	<p>Secretary's assistant as CORD for Region 7</p> <p>Secretary's assistant in coordinating with the Presidential Assistants for various regions, except Mindanao</p>

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<p><b>Diego Mapandi, Assistant Secretary</b></p> <p><b>INTERNAL TITLE:</b> <i>Assistant Secretary for Muslim Affairs</i></p> <p><b>FUNCTIONAL ASSIGNMENT:</b> Principal and Focal DENR Official for Muslim Affairs</p>	<p>Coordinates implementation of forestry and other laws and regulations with the ARMM DENR and the ARMM LGU's, with the objective of protecting the forest resources and biodiversity</p> <p>Formulates ENR programs that will benefit the Muslim communities and those that will hasten the peace process</p> <p>Assists the Secretary and the USEC for Field Operations in coordinating implementation of ENR laws and regulations with LGUs where there are significant Muslim communities</p>	<p>DENR's representative in the Technical Working Group for the Peace Panel (GRP-MILF)</p> <p>Muslim Summit</p> <p>Coordination with the Presidential Adviser on the Peace Process</p> <p>Chairman, Lake Lanao Watershed Protection and Development Council</p>

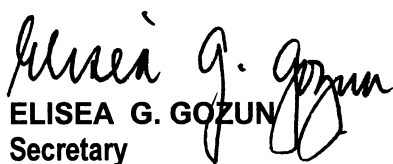
Together with the Secretary and the Bureau Directors, the USECs and ASECs shall compose the DENR Executive Committee.

The Bureau Directors shall report directly to the Secretary. However, the day-to-day interaction and transactions will be done through the USEC assigned by the Secretary to assist her in performing supervisory functions over the bureaus.

The attached agencies: Laguna Lake Development Authority (LLDA); National Mapping and Resource Information Authority (NAMRIA); Natural Resources Development Corporation (NRDC) and the Natural Resources Mining Development Corporation, and the Special Concerns Office at the DENR Proper will report directly to the Secretary.

The above assignments may be modified by the Secretary when the exigency of the service requires it.

This Order takes effect immediately.

  
**ELISEA G. GOZUN**  
 Secretary