



Republic of the Philippines
Department of Environment and Natural Resources

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SPECIAL ORDER
No. 2023- 376

SUBJECT: **CREATION OF THE DENR COMMITTEE ON THE ESTABLISHMENT OF REDUNDANT OFFICE**

In the interest of the service and pursuant to Executive Order No. 119, series of 2020, "Establishing a National Government Administrative Center in New Clark City, Capas, Tarlac, Providing for an Integrated Government Center Outside the National Capital Region in Case of Disaster, and Directing the Whole-Of-Government to Establish Satellite Offices Therein" and National Disaster Risk Reduction and Management Council (NDRRMC) Resolution No. 2, series of 2022, "Resolution Providing for the Phases and Clusters for the Establishment of Satellite and Field Offices as Part of the National Government Center of the New Clark City, Capas, Tarlac", the DENR Committee on Redundant Office (DCRO) is hereby created.

The DCRO shall be composed of the following:

Chairperson:	Chief of Staff and Supervising Undersecretary for Strategic Communications
Co-Chairperson:	Undersecretary for Finance, Information Systems and Climate Change
Members:	Undersecretaries - Organizational Transformation and Human Resources - Field Operations - Luzon, Visayas and Environment - Policy, Planning and International Affairs
Secretariat:	Assistant Secretary, Office of the Secretary Director, Climate Change Service
Technical Working Group (TWG):	Director, Document Management and Operations Support Director, Knowledge and Information Systems Service Director, Administrative Service Director, Ecosystem Research Development Bureau (ERDB) Director, Forest Management Bureau (FMB) Director, Land Management Bureau (LMB) Director, Biodiversity Management Bureau (BMB) Director, Environmental Management Bureau (EMB) Director, Mines & Geosciences Bureau (MGB) Administrator, National Mapping Resource and Information Authority (NAMRIA) Executive Director, National Water Resources Board (NWRB)

The DCRO shall ensure the establishment of a DENR Redundant Office in the National Government Administrative Center (NGAC) in New Clark City, Capas, Tarlac, subject to existing laws, rules, and regulations.

The DCRO shall perform the following specific functions:

1. Determine the documentary, budgetary, administrative and functional requirements for the acquisition and establishment of the DENR Redundant Office, including the operationalization of a DENR Operations Center;
2. Develop the overall design of the DENR Redundant Office, including the:
 - a. Organization of the operating units
 - b. Internal management and support to the operating units
 - c. Identification of network infrastructure (i.e. computer hardware, operating systems, networking/telecommunications, storage, etc.)

- d. Identification of logistics and administrative requirements (building and ground maintenance, communications, logistics, property, safety and security, records management and documentation)
3. Oversee the operations of the DENR Redundant Office in accordance with the DENR Public Service Continuity Plan (PSCP) and in line with the overall government service continuity.

The Members shall:

1. Provide technical, logistics and administrative support to the Committee;
2. Collaborate with other concerned DENR offices and units to ensure completed staff work (CSW) for the operationalization of the requirements of the DENR Redundant Office;
3. Provide recommendations to the Committee, thru the Secretariat, on the following:
 - a. human resources requirements needed for the operationalization and management of the DENR Operations Center based on the DENR PSCP, including the respective PSCPs of the bureaus and attached agencies;
 - b. Incident Management structure; and
 - c. other functions as may be needed.

The TWG shall submit reports on the status/updates relative to its functions, to the Committee through the DCRO Secretariat.

All offices, bureaus, and attached agencies are hereby directed to cooperate and provide details/information necessary for the formulation of necessary plans, designs, and requirements.

This Order takes effect immediately and supersedes all Orders inconsistent herewith.


MARIA ANTONIA PULO LOYZAGA
Secretary

