

**Administrative Order
No. 38 - A
September 12, 1990**

**SUBJECT: Addendum/Amendment to DENR
Administrative Order No. 38, Series of
1990 Dated April 19, 1990**

In addition to the authorities delegated to the field officers under Administrative Order No. 38, Series of 1990, the following policies/amendments are hereby adopted:

I. REGULATORY MATTERS

A. Under the authorities of the Secretary, item A.4.1 of the subject Administrative Order is hereby amended as follows:

A.4.1 Issues Environmental Compliance Certificate (ECC) except for all sand and gravel projects covering an area of one (1) hectare or less based on submitted area-wide assessments done in their respective regions.

B. Under the authorities of the Assistant Secretary for Field Operations, item C.2 (Lands Management) is hereby amended to include:

C.2.3 Approves Contracts for Cadastral and Public Land Subdivision Surveys

C. Under the authorities of the Regional Executive Director:

a. On Land Management, Item D.2.4 and D.2.5 is hereby amended as follows:

D.2.4 Issues orders of bidding and signs Contracts for Cadastral and Public Land Subdivision Survey Projects including Cadastral Projects broken into modules.

D.2.5 Approves and signs Contracts for Module Survey Projects and Public Land Subdivision Surveys including survey of private agricultural lands covered by CARP.

b. Item D.4 on Environmental Management is hereby amended to include:

- D.4.5 Issues the necessary Environmental Compliance Certificate (ECC) for all sand and gravel projects covering an area of one (1) hectare or less based on submitted area-wide assessments done in their respective regions. Further, the attached Project Description outline shall be used to determine the environmental acceptability of a project.

Implementation of the above mentioned amendment shall commence on 01 September 1990 such that applications for ECCs on sand and gravel projects received after said date by the EMB shall be transmitted back to the appropriate regions for processing and subsequent issuance thereof.

II. FINANCIAL MATTERS

- A. Under Part II on Financial Matters, item D on the authorities of the Regional Executive Director is hereby amended to include the following:

D.17 The Regional Executive Director may delegate to any or all the Regional Technical Directors the approval of Requisition and Issue Vouchers, Purchase Orders, Disbursement Vouchers, checks, and other financial documents pertaining to their sectors with amounts not exceeding P100,000.00.

D.18 The Regional Executive Director, who is likewise authorized to approve disbursements up to P200,000.00, may delegate the approval of disbursements and checks and other financial documents pertaining to **general administration** with amounts not exceeding P50,000.00 to any or all of the following officials:

- a) Chief, Administrative Division
- b) Chief, Finance Division
- c) Chief, Planning and Management Division
- d) Regional Technical Directors

III. ADMINISTRATIVE/PERSONNEL MATTERS

- A. Part III on Administrative/Personnel Matters is hereby amended to include the following:

- H. Designation of Officers-In-Charge for Limited Duration.**
- 1. The Regional Executive Directors and the Provincial Environment and Natural Resources Officers may designate Officers-In-Charge in their absence for a period not exceeding 5 days. The officers referred to here are as follows:**
 - a. OIC-RTDs and Reg'l Div. Chiefs - by the RED**
 - b. OIC-PENRO/CENRO and other officers like Project Managers, SLMO, FS III - by the PENRO**
 - 2. For absences exceeding 5 days, but not more than 30 days, the designation of Officer-In-Charge shall be done by the following:**
 - a. OIC-CENRO/PENRO/RTD - by the RED**
 - b. OIC-RED - by the ASEC for Field Operations**
 - c. Reg'l Div. Chiefs - by the RED**
 - 3. Designation of Officer-in-Charge for a period exceeding 30 days shall be made as follows:**
 - a. RED - by the Secretary**
 - b. RTDs/PENROs/CENROs - by the USEC for Field Operations**
 - c. Reg'l Div. Chiefs - by the RED**
 - 4. The Officer-In-Charge designated for a period not exceeding 30 days shall perform the functions and exercise the authority of the regular official except on:**
 - a. appointment, dismissal, transfer and detail of personnel; and**
 - b. signing of patents.**
 - 5. Officer-In-Charge designated to the posts of RED, RTD, PENRO, or CENRO for a period exceeding 30 days are hereby authorized to perform the delegated functions of regular officers.**

Copies of the orders of designation/delegation shall be submitted, for information and record purposes, to the Office of the Secretary, the Undersecretary for Field Operations, the concerned Assistant Secretary for Operations, the Assistant Secretary for Management Services and the Resident Auditor.

FULGENCIO S. FACTORAN, JR.
Secretary