

**Administrative Order
No. 38
April 19, 1990**

**SUBJECT: Revised Regulations on the Delineation of
Functions and Delegation of Authorities**

Pursuant to Executive Order No. 192 and in line with the decentralization policy of the Department, the powers/authority over regulatory, administrative/personnel and financial matters are hereby provided and defined:

I. REGULATORY MATTERS

The authority to approve and sign the various regulatory matters provided herein, in addition to and as amendments to DENR Administrative Order No. 20, Series of 1988 shall be delegated to the following:

A. SECRETARY

1. Forest Management

- 1.1 Approves land classification and release of lands of the public domain as alienable and disposable
- 1.2 Approves Industrial Tree Plantation Agreements (ITPA) and other forest plantation agreements covering over 750 hectares
- 1.3 Approves and renews all Timber Production Sharing Agreements (TPSA)
- 1.4 Issues cancellation orders for erring holders of natural resource agreements
- 1.5 Approves community forest management agreements
- 1.6 Approves land clearing permit for resettlement projects
- 1.7 Issues authority to export boules, premium lumber and logs from plantation
- 1.8 Approves acquisition and installation of new natural resource/forest products processing plant
- 1.9 Issues permits of wood processing plants which are co-terminus with production sharing contracts
- 1.10 Approves the five-year Integrated Forest Management Plan
- 1.11 Approves Private Land Timber Permit for a harvestable volume of over 1,000 cubic meters per applicant per year
- 1.12 Approves rattan plantation leases
- 1.13 Approves/issues Community Forest Stewardship Agreements (CFSA) with areas 2,001 hectares and above

2. Land Management

- 2.1 Approves appraisal of public lands and issues authority to conduct bidding covering agricultural land sales of above five (5) hectares, sales for public, commercial, industrial and residential purposes and leases (except agricultural leases) covering one hundred (100) hectares and above.
- 2.2 Approves appraisal of public lands and issues authority to conduct bidding covering leases of more than five hundred (500) hectares for agricultural purposes.
- 2.3 Approves transfer of public land application or deeds of sales/mortgage of patented lands above twelve (12) hectares.
- 2.4 Decides cases on appeal involving claims/conflicts within public lands.
- 2.5 Approves the issuance of original/new Other Lawful Permits (OLP).
- 2.6 Signs patents and reconstituted patents for areas more than five hectares for sales and more than ten (10) hectares for homestead and free patents.

3. Mines and Geo-Sciences Development

- 3.1 Approves joint venture and R&D agreements with private entities, both local and foreign as authorized under E.O. No. 211 and E.O. No. 279.
- 3.2 Recommends to the President mining contracts with committed foreign investment of \$50 million or over as provided in E.O. No. 279.
- 3.3 Approves original and renewal of mining agreements and service contracts with twenty-five (25) years duration as authorized under E.O. No. 211 and E.O. No. 279.
- 3.4 Decides mining cases on appeal.
- 3.5 Approves small-scale mining permits in mineral reservations.

4. Environmental Management

- 4.1 Issues Environmental Compliance Certificate (ECC).
- 4.2 Issues orders and decisions of the Pollution Adjudication Board.

5. Ecosystems Research and Development

- 5.1 Approves research and development proposals for foreign funding.
- 5.2 Approves the National Integrated Research and Development Program related to environment and natural resources.
- 5.3 Issues proclamations for the establishment of experimental areas.
- 5.4 Enters into research development and research management agreement with other departments of the national government and with international agencies.

5.5 Approves long-term research proposals and development plans for DENR Central Office funding after the Technical Review and upon recommendation of the Ecosystems Research and Development Bureau.

6. Protected Areas and Wildlife

6.1 Approves application for road right-of-way within protected areas.

6.2 Approves special land-uses as bathing establishment, recreation areas, irrigation canals and small impounding dams and other government projects compatible with the purpose for which the area was established within protected areas.

6.3 Enters into agreement with other government agencies and NGOs and private institutions for the development and management of protected areas.

B. UNDERSECRETARY (Unless otherwise specified, this refers to the Undersecretary for Field Operations)

1. Forest Management

1.1 Approves Industrial Tree Plantation Agreement (ITPA) and other forest plantation agreements covering 501-750 hectares.

1.2 Issues order for the suspension/lifting of suspension of erring holders of natural resources agreements.

1.3 Approves and signs all Forest Land Grazing Lease Agreements (FLGLA).

1.4 Approves original authority to operate wood processing plants.

1.5 Issues original and renewal of rattan cutting permits.

1.6 Issues Private Land Timber Permits (PLTP) of up to 1,000 cubic meters per applicant per year.

1.7 Issues public gratuitous permits covering over 200 cubic meters within declared calamity areas for public infrastructure projects.

1.8 Issues special land use permits covering an area of over 500 hectares.

1.9 Allows the transfer of location of forest products processing plants from one island to another.

1.10 Approves the donation of confiscated logs for public infrastructures from 100-500 cubic meters.

1.11 Approves/issues deputation order for Forest Officers.

1.12 Approves/issues Community Forest Stewardship Agreements (CFSA) with areas 1,001-2000 hectares.

2. Land Management

- 2.1 Approves appraisal of public lands and issues authority to conduct bidding covering leases of public lands 100-500 hectares for agricultural purposes.
- 2.2 Approves original and renewal of leases of public land (except foreshore lands).
- 2.3 Approves original and renewal of leases of foreshore lands covering more than fifty (50) hectares.

3. Mines and Geo-Sciences Development

- 3.1 Issues Sand and Gravel Industrial Permits.
- 3.2 Recommends the approval of Mineral Production Sharing Agreements.

4. Protected Areas and Wildlife (The Undersecretary for Environment and Research)

- 4.1 Issues CITES permit for the exportation, re-exportation and importation of species of wild flora, wild fauna and invertebrates listed in CITES for commercial and non-commercial purposes including by-products and derivatives thereof.
- 4.2 Issues Wildlife certification for non-rare, non-threatened, non-endangered and non-CITES Wildlife and invertebrate species for commercial and non-commercial purposes including products and derivatives thereof.
- 4.3 Issues Wildlife Collector's Permit, Wildlife Farm Permit, and Wildlife Gratuitous Permit for international organizations.
- 4.4 Approves master plans and programs for protected areas.

C. ASSISTANT SECRETARY (Refers to the Assistant Secretaries for Field Operations - Luzon, Visayas, and Mindanao)

1. Forest Management

- 1.1 Approves sub-classification of forest lands.
- 1.2 Approves Industrial Tree Plantation Agreements (ITPA) and other forest plantation agreements covering 300 to 500 hectares.
- 1.3 Issues special land use permits for areas covering 100-500 hectares.
- 1.4 Approves additional cut for non-timber products.
- 1.5 Approves the donation of confiscated logs for public infrastructures exceeding 50 cubic meters but not more than 100 cubic meters.

- 1.6 Approves the conduct of thinning, sanitation cutting or other silvicultural treatment of reforestation tree plantations including utilization of 15-year old plantation at 20% intensity.
- 1.7 Issues Private Land Timber Permit (PLTP) of up to 250 cubic meters per applicant per year.
- 1.8 Issues public gratuitous permits covering over 100-200 hectares within declared calamity areas for public infrastructure projects.
- 1.9 Approves cutting permits for mangrove species inside approved fishpond lease agreement areas of over 100 cubic meters.
- 1.10 Allows the transfer of location of forest products processing plants within the island.
- 1.11 Approves/issues Community Forest Stewardship Agreements (CFSA) with areas 501-1,000 hectares.

2. Land Management

- 2.1 Approves financial and work programs/plans of the Field Network Survey Party (FNSP) and the Land Evaluation Party (LEP).
- 2.2 Approves the imposition/increase of rentals on introduced and present land values.

3. Mines and Geo-Sciences Development

- 3.1 Issues mine prospecting permits in government reservations other than mineral reservations covering more than one region.

D. REGIONAL EXECUTIVE DIRECTOR

1. Forest Management

- 1.1 Issues Certificate of Stewardship Contracts (CSC) for areas more than five (5) hectares but not more than seven (7) hectares.
- 1.2 Approves Industrial Tree Plantation Agreement (ITPA) and other forest plantation agreements covering areas below 300 hectares.
- 1.3 Issues suspension orders for erring holders of natural resource agreements.
- 1.4 Issues forest land grazing permits.
- 1.5 Issues seizure and/or confiscation order for illegally cut, transported, and possessed forest products worth more than P50,000.
- 1.6 Approves disposition of confiscated forest products with market value of more than P100,000.00 through public auction except those subject of judicial proceedings, those for donation or those for DENR's own infrastructure needs.

- 1.7 Approves the donation of confiscated logs below fifty (50) cubic meters for government infrastructure.
- 1.8 Approves original resaw/mini-sawmill permits.
- 1.9 Approves renewal of wood processing plant permits for those with back-up timber concessions and those with Log Sales Purchase Agreements (LSPA).
- 1.10 Approves original and renewal of permit to operate rattan processing plants.
- 1.11 Issues private Land Timber permits for a volume up to fifty (50) cubic meter per applicant per year.
- 1.12 Issues public gratuitous permit covering over 50 cubic meters but less than 100 cubic meters within declared calamity areas for public infrastructure projects.
- 1.13 Approves the replacement of accessories to wood processing plants.
- 1.14 Allows the transfer of location of forest products processing plants within the regions.
- 1.15 Issues special land use permits for areas up to 50 hectares but less than 100 hectares.
- 1.16 Approves milling agreement and log supply contracts.
- 1.17 Approves forestry bonds.
- 1.18 Approves the issuance of original certificate of registration for logs, pole, piles and lumber dealers.
- 1.19 Approves the 7-year Range Management Plan of all existing Pasture Lease Agreements.
- 1.20 Approves cutting permits for mangrove species inside approved fishpond lease agreement areas of less than 100 cubic meters.
- 1.21 Approves/issues Community Forest Stewardship Agreements (CFSA) with areas of not more than five hundred (500) hectares.
- 1.22 Recommends the deputation of Forest Officers.

2. Land Management

- 2.1 Approves appraisal of public lands and issues authority to conduct bidding on sales covering five hectares and below.
- 2.2 Approves appraisal of public lands and issues authority to conduct bidding on sales and leases covering above 1,000 sq. m. but less than 100 hectares for commercial, industrial and residential purposes.
- 2.3 Approves appraisal of public lands and issues authority to conduct bidding on sales and leases of five hectares but below 100 hectares for agricultural purposes.
- 2.4 Issues orders of bidding and signs contracts for cadastral and public land subdivision survey projects.
- 2.5 Approves and signs contracts for module survey projects. (This should not cover cadastral projects broken into modules.)
- 2.6 Issues order for payment of cadastral projects' contractual obligations.
- 2.7 Approves re-appraisal of leased areas five (5) hectares and above.

- 2.8 Approves original and renewal of leases six hectares to fifty (50) hectares of foreshore lands.
- 2.9 Approves transfers of public land applications or deeds of sale/mortgage of patented lands five (5) to twelve (12) hectares.
- 2.10 Issues survey orders/authority for public land subdivision and cadastral survey above 500 hectares.
- 2.11 Issues orders of execution on final decision on land cases.
- 2.12 Issues investigation orders involving patented lots only.
- 2.13 Decides claims and/or conflicts involving land cases except those under ex-parte investigation and amicably settled and resolves motion for reconsideration.
- 2.14 Renews Other Lawful Permits (OLP) covering government lands and/or reservations for a period not exceeding one year.
- 2.15 Signs patents and reconstituted patents for areas up to five (5) hectares for sales and five (5) up to ten (10) hectares for homestead and free patent.
- 2.16 Issues original revocable or provisional permit for alienable and disposable lands.
- 2.17 Approves lease. (Order of Award)
- 2.18 Issues survey orders for ISF parcellary survey projects.
- 2.19 Issues deputation order of Land Inspector subject to review of the Undersecretary for Field Operations.

3. Mines and Geo-Sciences Development

- 3.1 Approves mining survey returns and survey plans.
- 3.2 Processes all proposals for Mining Agreements under E.O. 279 and A.O. 57 for submission to the negotiating panel.
- 3.3 Issues and renews quarry permits.
- 3.4 Issues special permits to dispose ores/minerals recovered during exploration.
- 3.5 Approves and issues small-scale mining permits.
- 3.6 Recommends for appropriate action specific problems or issues regarding Mineral Production Sharing Agreement/ Contract.

4. Environmental Management

- 4.1 Issues authority to construct and permit to operate pollution control equipment/devices including the collection of corresponding fees/charges.
- 4.2 Issues accreditation of pollution control office of industrial firms and local government entities.
- 4.3 Hears/gathers evidences or facts on pollution cases as delegated by the Pollution Adjudication Board.
- 4.4 Approves plans and issues permit for mine tailings disposal, including environmental rehabilitation plans.

5. Protected Areas and Wildlife

- 5.1 Issues Wild Flora Collector's Permit for breeding purposes for not more than (30) pieces of orchids regardless of species.
- 5.2 Issues Wildlife Certification for non-rare, non-threatened, non-endangered and non-CITES species of Wildlife for non-commercial purposes including by-products and derivatives thereof.
- 5.3 In areas where international flights are available: Issues Wildlife Certification for non-commercial and commercial purposes for the exportation, re-exportation, and importation of non-rare, non-endangered, and non-threatened wild species of fauna, flora and invertebrates including by-products and derivatives thereof.
- 5.4 Approves development plans including rehabilitation/ restoration plans for protected areas.

6. Ecosystems Research and Development

- 6.1 Approves regional research and development prioritization system including the allocation of resources.
- 6.2 Designates areas for experimental, demonstration or pilot purposes.
- 6.3 Enters into research development and research management agreements with research and allied institutions within his region.
- 6.4 Approves long-term research proposals and development plans for regional funding after the technical review and upon the recommendation of the Ecosystems Research and Development Bureau.

E. REGIONAL TECHNICAL DIRECTOR

1. Forest Management

- 1.1 Issues original and renewal of ordinary minor (OM) permits except rattan.
- 1.2 Issues renewal of certificate of registration for logs, poles and piles and lumber dealers.
- 1.3 Approves renewal of resaw/mini-sawmill permit.
- 1.4 Issues public gratuitous permits for twenty (20) to fifty (50) cubic meters within calamity declared areas for public infrastructure projects.
- 1.5 Approves original and renewal of special use permits covering over five (5) hectares for public infrastructure projects.

2. Land Management

- 2.1 Verifies, approves, and signs maps and plans for public land subdivision, cadastral and isolated surveys.
- 2.2 Approves survey plans for OLT and other agrarian reform projects.
- 2.3 Issues authority to inspect cadastral projects.
- 2.4 Issues certified copies or certification on survey and land disposition records.
- 2.5 Issues order of payment for lot survey module contractual obligations.
- 2.6 Conducts bidding for cadastral surveys.
- 2.7 Issues certificate of acceptability of cadastral survey returns.
- 2.8 Verifies and approves political boundary surveys.
- 2.9 Issues survey orders/authority for public land subdivision and cadastral survey covering up to 500 hectares.

3. Mines and Geo-Sciences Development

- 3.1 Issues permit to install and operate mechanical and electrical equipment for mine and quarry operations.
- 3.2 Issues special permit to ship ore samples abroad for laboratory analysis but not in commercial volume.
- 3.3 Issues Blaster's foreman license and make amendments thereof subject to PC approval.
- 3.4 Issues survey orders for claims and quarry permit applications under P.D. 463 not yet converted into MPSA under E.O. 279 and A.O. 57.
- 3.5 Registers Declaration of Location (DOL) with Letter of Intent to enter into MPSA under E.O. 279 and A.O. 57.
- 3.6 Registers Affidavit of Annual Work Obligation (AAWO).

4. Environmental Management

- 4.1 Issues clearance certificate to vehicles which have passed the smoke-belching test.
- 4.2 Issues pollution clearance and temporary permit to operate pollution control devices including the collection of corresponding fees/charges.
- 4.3 Conducts monitoring and investigation of pollution sources and control facilities.
- 4.4 Supervises, coordinates and monitors the implementation of environmental programs, projects and activities in the region.

5. Protected Areas and Wildlife

- 5.1 Issues Certificate of Registration of orchids and wild ornamental plant nurseries and pet shops engaged in the trade of wild fauna.
- 5.2 Issues a maximum of three Wildlife Gratuitous Permits per annum for non-rare, non-threatened, non-endangered, and non-CITES species of wild fauna, wild flora and invertebrates for local scientific and educational purposes, but not to exceed ten heads of wild fauna and twenty heads of invertebrates and ten pieces of wild flora per gratuitous permit.
- 5.3 Issues nursery farm permits for commercial growers of wild flora.
- 5.4 Approves requests for special use of specific sites for filming, video taping, spiritual education and other nature-based recreational activities for not more than thirty (30) days.
- 5.5 Approves requests for use of protected areas for scientific research which does not involve extraction of resources.
- 5.6 Evaluates and verifies proposed and on-going rehabilitation especially reforestation projects within protected areas.

6. Ecosystems Research and Development

- 6.1 Approves short-term research proposals for local funding (one year or less and with budget of not more than P20,000).
- 6.2 Evaluates and recommends approval/implementation of research and development proposals.
- 6.3 Supervises, coordinates and monitors the implementation of approved research and development activities within the region.
- 6.4 Approves the publication of semi-technical articles.
- 6.5 Identifies and approves specific technologies to be transferred to the Provincial and Natural Resources Office.

F. PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Forest Management

- 1.1 Issues Certificate of Stewardship Contracts (CSC) for areas above three (3) up to five (5) hectares.
- 1.2 Issues certificate of land classification status for areas covering over fifty (50) hectares.
- 1.3 Issues original and renewal of ordinary mangrove plantation cutting permits.

- 1.4 Issues seizure and/or confiscation order for illegally cut, transported, possessed forest products worth P20,000.00 to P50,000.00.
- 1.5 Approves disposition of confiscated forest products with current market value of more than P50,000 up to P100,000.00 at public auction except those subject of judicial proceedings, those for donation or those for DENR's own infrastructure needs.
- 1.6 Issues Private Land Timber Permit for a volume up to 15 cubic meters per applicant per year.
- 1.7 Issues public gratuitous permit covering below 20 cubic meters within declared calamity areas for public infrastructure projects.
- 1.8 Issues original and renewal of special use permit covering one to five hectares for public infrastructure projects where no timber cutting is involved.

2. Land Management

- 2.1 Approves appraisal of public land and issues authority to conduct bidding on sales and leases for areas up to 1,000 sq.m. for commercial, industrial, and residential purposes.
- 2.2 Approves appraisal of public lands and issues authority to conduct bidding covering leases below five hectares for agricultural purposes.
- 2.3 Issues orders on cases of claims and conflicts amicably settled and those investigated ex-parte.
- 2.4 Approves re-appraisal of lease areas below five (5) hectares.
- 2.5 Approves transfers of public land applications or deed of sale/mortgage of patented lands up to five (5) hectares.
- 2.6 Issues orders of investigation involving claims and conflict of unpatented lots.
- 2.7 Signs patents and reconstituted patents in areas up to five hectares for homestead and free patent.
- 2.8 Issues renewal of revocable or provisional permit.
- 2.9 Approves original and renewal of leases below six hectares of foreshore lands.

3. Mines and Geo-Sciences Development

- 3.1 Issues sand and gravel (SAG)/commercial gratuitous/ foreshore and special permits with one year duration.
- 3.2 Issues and renews guano permits.
- 3.3 Issues and renews gold panning permits covering 5,000 sq.m. per MRD No. 41.
- 3.4 Issues orders for the seizure and confiscation, in favor of the government, illegally sourced or transported mineral ores including tools, equipment and conveyances used in the commission of offenses defined under existing mining laws, rules and regulations (as provided in A.O. 87. s. 1989).

3.5 Issues permits to load to small-scale mining permittees in mineral reservations and collects corresponding royalty/payments.

4. Environmental Management

4.1 Conducts surveillance and inspection of pollution sources and control facilities and undertakes/initiates measures relative to pollution-related complaints of the general public for appropriate referral to the regional office.

4.2 Comments on the project description, determines if the project fall within the EIS system and submits the same to the regional office.

4.3 Implements programs and projects related to environmental management within the PENRO.

5. Protected Areas and Wildlife

5.1 Approves the establishment of City, Provincial, Municipal/Barangay Tree Parks as mandated by LOI 1312.

5.2 Monitors and conducts periodic inspection of farms, nurseries and pet shops involved in the propagation and trade of flora and fauna.

G. COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Forest Management

1.1 Issues certificate of land classification status for areas below fifty (50) hectares.

1.2 Issues Certificate of Stewardship Contracts (CSC) up to three (3) hectares.

1.3 Issues cutting permits for fuelwood/firewood and charcoal cut/manifested in private lands and Integrated Social Forestry (ISF) areas.

1.4 Issues seizure and/or confiscation order for illegally cut, transported, possessed forest products worth less than P20,000.00.

1.5 Approves disposition of confiscated forest products with current market value of P50,000.00 or less at public auction except those subject of judicial proceedings, those for donation and those for DENR's own infrastructure needs.

1.6 Approves, authorizes issuance of Certificate of Origin of forest products.

1.7 Issues forest products discharge and transport clearance/permit.

1.8 Approves Log Supply Purchase Agreement (LSPA) and Domestic Log Sales Declaration (DLSD).

1.9 Issues Private Land Timber Permit (PLTP) for a volume up to five (5) cubic meters per applicant per year.

1.10 Issues original and renewal of special use permit below one hectare for public infrastructure projects where no timber cutting is involved.

2. Land Management

- 2.1 Issues survey orders/authority to conduct isolated surveys.
- 2.2 Accepts public land applications, conducts investigation, appraisal, and processes the application.
- 2.3 Conducts oral/sealed bidding for sale or lease of public lands.
- 2.4 Issues survey orders/authorities for the subdivision of cadastral lots for patented and unpatented lands.

3. Mines and Geo-Sciences Management

- 3.1 Issues gratuitous permit for fifty (50) cubic meters and below for sand and gravel.
- 3.2 Issues gold panning permits pursuant to M.O. No. 11.
- 3.3 Issues Certificate of Origin of Mineral Ores (COMO).
- 3.4 Issues orders for the seizure and confiscation of illegally sourced or transported minerals including tools, equipment and conveyances.

4. Environmental Management

- 4.1 Accepts and evaluates application forms for permit to operate, authority to construct and pollution clearance.
- 4.2 Monitor sand and gravel extractions in their area of jurisdiction.
- 4.3 Causes the preparation of project description and submits the same to the PENRO.
- 4.4 Implements programs, projects and activities related to environmental management within the CENRO.

5. Protected Areas and Wildlife

- 5.1 Issues permits for special uses, e.g., fishing, camping, within areas of Protected Areas.
- 5.2 Issues Wildlife Transport Permit for flora and fauna transported within the country.

II. FINANCIAL MATTERS:

A. SECRETARY

1. With two Undersecretaries, approve reforestation contracts for areas exceeding 500 hectares, but subject to limitations that may be imposed by the Office of the President.
2. Approves Request for Obligation Allotment (ROA) for reforestation contracts of more than P2,000,000.
3. Approves voucher covering payment for corporate reforestation contracts above P2,000,000 (as recommended by the Regional Executive Director). This function may also be performed by the Undersecretary for Field Operations.
4. Signs checks of more than P2,000,000 for reforestation contracts. This may also be performed by the Undersecretary for Field Operations.
5. Approves the Request for Obligation of Allotments exceeding P1 million.
6. Approves miscellaneous contractual services including subscription to periodicals of more than P1 million.
7. Approves the disbursement vouchers, except for Reforestation Contract, of more than P1 million.
8. Signs and counter-signs checks of more than P1 million.
9. Approves the requisition and issue voucher for CENRO/ PENRO supplies and equipment of more than P1 million.
10. Issues purchase orders and vouchers for payment of CENRO/PENRO supplies and equipment of more than P1 million.

B. UNDERSECRETARY (Unless otherwise indicated, this refers to Undersecretary for Field Operations):

1. Approves reforestation contracts for areas of more than 100 hectares but not exceeding 500 hectares.
2. With Secretary and another Undersecretary, approve corporate reforestation contracts covering more than 500 hectares.
3. Approves Request for Obligation of Allotment exceeding P500,000 to P1 million.
4. Approves miscellaneous contractual services including subscription to periodicals for more than P500,000 up to P1 million.
5. Approves the disbursement vouchers, except for Reforestation Contracts, of more than P500,000 to P1 million.
6. Signs and countersigns checks of more than P500,000 to P1 million.
7. Approves the requisition and issue voucher for CENRO/ PENRO supplies and equipment of more than P500,000 up to P1 million.

8. Approves purchase orders and vouchers for payment of CENRO/PENRO supplies and equipment of more than P500,000 up to P1 million.

C. ASSISTANT SECRETARY (Unless otherwise indicated, this refers to the Assistant Secretaries for Field Operations - Luzon, Visayas, Mindanao)

1. Approves the Request for Obligation of Allotments exceeding P200,000 to P500,000.
2. Approves miscellaneous contractual services, including subscription to periodicals of more than P200,000 up to P500,000.
3. Signs and counter-signs checks of more than P200,000 to P500,000.
4. Approves the requisition and issue voucher for CENRO/ PENRO/Regional Office supplies and equipment of more than P200,000 to P500,000.
5. Approves purchase orders and vouchers for payment of CENRO/PENRO/Regional Office supplies and equipment of more than P200,000 but less than P500,000.
6. Approves the disbursement vouchers except for Reforestation contracts, of more than P200,000 but less than P500,000.

D. REGIONAL EXECUTIVE DIRECTOR:

1. Approves community and corporate reforestation contracts for areas of more than 75 hectares but not exceeding 100 hectares.
2. Approves Request for Obligation Allotment (ROA) for reforestation contracts more than P1,500,000 but not exceeding P2,000,000.
3. Approves voucher covering payment for community reforestation contract of more than P500,000 to P2,000,000 (as recommended by the Regional Technical Director for Forestry).
4. Approves vouchers covering payment for corporate reforestation contract of more than P500,000 to P2,000,000 (as recommended by the Regional Technical Director for Forestry and Provincial Environment and Natural Resources Officer, if provincial account, or Regional Technical Director for Forestry, if regional account).
5. Signs checks for more than P500,000 to P2,000,000 for reforestation contracts.
6. Approves the Request for Obligation of Allotments exceeding P150,000 to P200,000.
7. Grants authority for payments of meal and allowance to officials/employees required to render overtime services for a period not exceeding three months including the payments of overtime pay, subject to existing laws, policies, rules and regulations as may be imposed by the Secretary and other higher competent authority.

8. Approves miscellaneous contractual services including subscription to periodicals for amounts more than P50,000 to not more than P200,000, regardless of source of fund, except for reforestation which has higher limit.
9. Approves disbursement vouchers, for amounts more than P50,000 to P200,000, regardless of source of fund, except for reforestation which has higher limit.
10. Signs and counter-signs checks for more than P50,000 to P200,000, regardless of source of fund, except for reforestation which has higher limit.
11. Approves contract for lease of office space regardless of the amount.
12. Approves requisition and issuance of vouchers for CENRO/PENRO supplies and equipment of more than P100,000 to not more than P200,000, regardless of source of fund.
13. Approves vouchers covering cash advance of Special Disbursing Officers for purposes other than salaries for amounts of P200,000 up to P500,000, regardless of source of fund.
14. Issues purchase orders and vouchers for payment of CENRO/PENRO supplies and equipment of more than P50,000 to not more than P200,000, regardless of source of fund.
15. Grants authority to hold cash advance of PENRO/CENRO personnel for P10,000 to P50,000.
16. Approves vouchers, checks and supporting documents concerning remittances to GSIS, BIR and other government offices regardless of the amount and source of fund.

E. REGIONAL TECHNICAL DIRECTOR:

1. Approves community and corporate reforestation contracts for areas covering more than 50 hectares but not exceeding 75 hectares.
2. Approves Request for Obligation Allotment (ROA) for reforestation contracts more than P1,000,000 but not exceeding P1,500,000.
3. Approves vouchers covering payment for community reforestation contract of more than P300,000 to P500,000 (as recommended by the Provincial Environment and Natural Resources Officer).
4. Approves vouchers covering payment for corporate reforestation contract of more than P300,000 to P500,000 (as recommended by the Provincial Environment and Natural Resources Officers).
5. Signs checks for more than P300,000 but not exceeding P500,000 for reforestation contracts.

F. PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Approves community and corporate reforestation contracts for areas covering to more than 5 hectares but not exceeding 50 hectares.
2. Approves Request for Obligation Allotment (ROA) for contract reforestation of not more than P1,000,000.
3. Approves vouchers covering payment for community reforestation contract of more than P30,000 up to P300,000 (as recommended by the CENRO).
4. Approves voucher covering payment for family reforestation contract exceeding P30,000 and for corporate reforestation contract of more than P30,000 up to P300,000 (as recommended by the CENRO).
5. Signs checks of not more than P300,000 for reforestation contract accomplishments.
6. Prepares and submits budget proposals for CENR/PENR Offices.
7. Negotiates and enters into lease contracts not exceeding P50,000 for CENR/PENR Offices.
8. Approves payrolls and vouchers covering payment of salaries, wages and claims for compensation of PENRO officials/employees regardless of amount and source of funds.
9. Approves Request for Obligation of Allotment for amounts not exceeding P150,000, regardless of source of funds except for reforestation contracts which has a higher limit.
10. Approves miscellaneous contractual services including subscription to periodicals for amounts up to P50,000, regardless of source of funds.
11. Approves disbursement vouchers, of more than P20,000 to not more than P50,000, regardless of source of fund, except for reforestation which has higher limit.
12. Signs and counter-signs checks of amounts more than P20,000 to not more than P50,000, regardless of source of fund, except for reforestation which has higher limit.
13. Approves requisition and issue voucher for PENRO supplies and equipment of P100,000 and below, regardless of source of fund.
14. Approves requisition and issue of vouchers for CENRO supplies and equipment of more than P50,000 to not more than P100,000.
15. Issues purchase orders and vouchers for payment of PENRO supplies and equipment of P50,000 and below, regardless of source of fund.
16. Issues purchase orders and vouchers for payment of CENRO supplies and equipment of more than P20,000 to P50,000, regardless of source of fund.
17. Approves applications for bonding of PENR/CENR officials and employees.

18. Grants authority to hold cash advance of CENRO personnel of up to P10,000 except cash advance of Special Disbursing Officers, regardless of source of fund.
19. Approves cash advance for salaries and wages for CENRO/ PENRO employees regardless of amount, regardless of source of fund.
20. Approves vouchers covering cash advance of Special Disbursing Officers for purposes other than salaries for amounts P200,000 and below, regardless of source of fund.
21. Approves monthly report of income and financial operations for submission to the regional/central offices.

G. COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Approves family approach, community and corporate reforestation contracts covering areas not exceeding five (5) hectares.
2. Approves vouchers covering payment for reforestation contracts entered by the respective CENROs of not more than P30,000.
3. Approves payrolls and vouchers covering salaries, wages and claims for compensation of CENRO officials/ employees, regardless of amount and source of fund.
4. Approves miscellaneous contractual services including subscription to periodicals for amounts of P20,000 and below, regardless of source of fund.
5. Approves disbursement vouchers of up to P20,000, regardless of source of funds, except reforestation which has higher limit.
6. Approves requisition and issuance voucher for CENRO supplies and equipment of P50,000 and below, regardless of source of fund.
7. Issues purchase orders and vouchers for payment of CENRO supplies and equipment of P20,000 and below, regardless of source of fund.

III. ADMINISTRATIVE/PERSONNEL MATTERS

A. SECRETARY

1. Grants foreign trainings/scholarships.
2. Approves appointment of Division Chiefs, PENROs and CENROs.
3. Imposes the penalty of suspension for more than thirty (30) days to dismissal.
4. Approves the reassignment of Regional Executive Directors, PENROs and CENROs.
5. Approves the local travel of field officials/employees for more than thirty (30) days.

B. UNDERSECRETARY (Unless otherwise indicated, this refers to Undersecretary for Field Operations).

1. Drops from the rolls PENR/CENR Officers.
2. Approves local degree scholarships for field operations personnel.
3. Approves the preventive suspension of PENRO/CENRO officers and field employees for not more than ninety (90) days for causes provided by law.
4. Approves the detail of field employees from one area to another.

C. ASSISTANT SECRETARY (Refers to the Assistant Secretary for Field Operations - Luzon, Visayas and Mindanao).

1. Approves the participation of CENRO/PENRO personnel in other trainings outside the region.
2. Approves the local travel of PENRO and CENRO officials/ employees outside the province but within the area for not more than 30 days.
3. Approves detail of regional personnel within the area.

D. REGIONAL EXECUTIVE DIRECTOR

1. Details or re-assigns Regional PENRO and CENRO officials/employees to other PENR and CENR Offices within the region.
2. Approves the request for permission to teach and exercise a profession outside of office hours of CENRO/ PENRO personnel.
3. Approves local travel common to CENRO/PENRO employees for travel not exceeding 30 days outside the province but within the region.
4. Approves all other local travels of regional personnel within the region not exceeding 30 days.
5. Approves the appointment of casual, contractual and itemized employees within the region except those that may be delegated to the PENRO, and the appointments of Division Chiefs, CENROs and PENROs.
6. Approves the application for leave of absence with or without commutation, as well as maternity leave with or without pay, for more than thirty (30) days but not exceeding one year of CENRO/PENRO and other regional personnel.
7. Approves the retirement, resignation or dropping from the rolls of CENRO/PENRO and other regional personnel.
8. Approves the participation in local seminars, in in-service trainings and workshops of CENRO/PENRO and other regional personnel outside the province but within the region.
9. Grants merit increases to deserving officials and employees within the region.

10. Orders the investigation of administrative complaints against CENROs/PENROs and regional employees without prejudice to the authority of the Secretary and Undersecretary for Field Operations.
11. Approves as may be specifically delegated, the preventive suspension of CENRO/PENRO and other regional personnel for not more than ninety (90) days for causes provided by law.
12. Approves the clearance of CENRO/PENRO officers, and all the regional personnel provided all accountabilities have been settled.
13. Imposes the penalty for not more than thirty (30) days suspension or fine for an amount not exceeding thirty (30) days salary.
14. Effects the collection of government income derived from sales and lease of government lands, including survey services costs such as the proportionate shares of land in the case of Cadastral survey cost, within their regional jurisdictions.
15. Exercises the powers and prerogatives of the PENRO and CENRO when they are temporarily incapacitated or absent from their post indefinitely or during emergency situations in order not to impair the public service.
16. Approves the local travel of CENRO officials/employees outside the province for not more than thirty (30) days.
17. Performs other functions, responsibilities and authority that may be delegated by the Secretary and by the Revised Administrative Code.

F. PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Approves the appointments and renewal of casual employees in the PENR and CENR Offices provided there are adequate funds for the purpose.
2. Approves local travel for sixteen (16) days to thirty (30) days of CENRO officials/employees outside the CENRO territory but within the province.
3. Details or re-assigns CENRO officials/employees to other CENR Offices within the province.
4. Approves the designation of an employee to perform functions other than those inherent to his position in the PENR Office, provided it does not involve reassignment or detail.
5. Approves the application for leave of absence with or without commutation, as well as maternity leave with or without pay, for more than five (5) days to thirty (30) days of CENRO personnel.
6. Approves the application for leave of absence with or without commutation, as well as maternity leave with or without pay, for more than five (5) days to thirty (30) days of PENRO personnel.
7. Notifies PENRO officials/employees who are absent without official leave.

8. Approves the clearance of CENRO/PENRO personnel provided all accountabilities have been settled.
9. Approves the participation in local seminars, in-service trainings and workshops of CENRO/PENRO personnel to be held within the province.
10. Approves notices of adjustment of salaries and payments pursuant to Budget Circulars and other laws and regulations.
11. Approves the flexi-time schedule of PENRO personnel.
12. Designates an employee to perform functions other those inherent to his position in the PENR Office.

G. COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Approves the designation of a CENRO employee to perform functions other than those inherent to his position in the CENR Office, provided it does not involve reassignment or detail.
2. Approves the application of leave of absence with or without commutation, as well as maternity leave with or without pay, for not more than five (5) days of CENRO personnel.
3. Notifies CENRO officials/employees who are absent without official leave.
4. Approves the flexi-time schedule of CENRO personnel.
5. Approves local travel for one (1) to fifteen (15) days of CENRO officials/employees outside the CENRO territory but within the province.

This Order takes effect immediately and supersedes DENR Administrative Order No. 20, series of 1988 and all other orders/memoranda that are inconsistent herewith.

FULGENCIO S. FACTORAN, JR.
Secretary