

**Administrative Order  
No. 53  
June 4, 1990**

**SUBJECT: Further Strengthening the ISF National Program Coordinating Office, the Social Forestry Division of the Forest Management Bureau, and Establishing Interim DENR Social Forestry Units in the Regional and DENR Offices**

Pursuant to Executive Order No. 192, LOI 1260 implementing the Integrated Social Forestry (ISF) Program the Comprehensive Agrarian Reform Law, and in line with the policies set in DAO No. 97 Series of 1988 and DENR Special Order No. 790 Series of 1989, and to further strengthen the different units of the DENR which are responsible for the effective and more vigorous implementation of the Social Forestry Program at all levels, the following interim measures are hereby promulgated.

**SECTION 1. NATIONAL COORDINATING OFFICE FOR I.S.F.** There is hereby established in the National Coordinating Office for ISF a **GENERAL TECHNICAL STAFF** with the following functions and responsibilities

- a. Assists the National Coordinator for ISF in the development and formulation of ISFP policies, rules and regulations, guidelines and procedures related to ISF Program development and implementation;
- b. Provides assistance in coordinating the implementation and execution of ISF policies, plans and projects at all levels;
- c. Assists in the monitoring and evaluation of social forestry field activities and performance;
- d. Prepares periodic reports on activities and accomplishments for submission to the Executive Committee of the ISF Program;
- e. Provides technical and administrative support to the National Secretariat of the ISF Program;
- f. Assists the National Coordinator for ISF in Liaisoning with other Government Agencies and in coordinating with interdepartmental implementing bodies for smooth ISF Program implementation;
- g. Assists the National Coordinator for ISF in establishing linkages with other Government Agencies (OGASs) and Non-Government Organizations (NGOs) for technical and material assistance to the ISF Program;
- h. Plans and coordinates social forestry technology delivery system, including the packaging and dissemination of agroforestry technologies and livelihood

enterprises for upland communities in coordination with the Social Forestry Division of the FMB;

- i. Designs and produces extension literatures and other audio-visual materials to promote the integrated social forestry program;
- j. Prepares guidelines and assists in coordinating the execution and implementation of a continuing community forest conservation education program and information, communication activities by field offices in support of the integrated social forestry program; and
- k. Performs other functions which may be assigned to it.

**SECTION 2. SOCIAL FORESTRY DIVISION OF FMB.** There is hereby established an interim Section in the Social Forestry Division of the Forest Management Bureau to be known as PROGRAM DEVELOPMENT SECTION, which shall formulate, develop and recommend policies, plans, programs and guidelines on the establishment and development of Social Forestry Project areas; setting of project goals, schedules and resource allocations for ISFP and other social forestry-related or community-based projects; conduct surveys, studies and analysis of ISFP and other social forestry related projects; monitor and evaluate ISFP and other social forestry related programs/projects, in coordination with the GENERAL TECHNICAL STAFF; and carry out other functions which may be assigned to it.

**SECTION 3. ROLE OF REGIONAL EXECUTIVE DIRECTOR.** The Regional Executive Director (RED) shall be responsible for the effective implementation of the Integrated Social Forestry Program at the regional level. The Regional Technical Director for Research (RTD for Research) shall directly assist the RED, and all the other RTDs shall likewise provide the necessary technical support to the Program.

**SECTION 4. REGIONAL SOCIAL FORESTRY DIVISION.** An Interim SOCIAL FORESTRY DIVISION is hereby established in each DENR Regional Office under the supervision of the RTD for Research, which shall provide administrative and technical support to the Regional Executive Director and the ISFP Regional Coordinating Group, in the implementation and execution of the ISFP policies, plans, and projects, including the identification, establishment and development of projects, the monitoring and evaluation of field activities, processing of applications for Certificate of Stewardship Contracts, preparation of periodic reports on ISFP projects and other social forestry related programs/projects, the conduct of community forest conservation education campaign; surveys, studies and analysis of ISF and other social forestry related projects; and carry out other functions which may be assigned to it.

**SECTION 5. The Forest Management Specialist at the Provincial Environment and Natural Resources Office shall assist the PENRO in the implementation and execution of ISF policies, plans and projects, the processing of application for CSC, preparation of periodic reports, and carry out other functions that may be assigned to him.**

**SECTION 6. C.E.N.R.O. SOCIAL FORESTRY SECTION.** There is hereby established in each CENRO Office an **Interim Social Forestry Section** which shall provide administrative and technical support to the CENRO in the implementation and execution of ISF policies, plans, and projects the processing of applications for CSC, preparation for periodic reports, and shall carry out other functions which may be assigned to it.

**SECTION 7. STAFFING PATTERN.** The National Program Coordinator for ISF shall prepare and submit to the DENR Secretary for approval the staffing pattern for the interim units hereinabove established.

**SECTION 8. RECRUITMENT.** The Regional Technical Directors shall create regional Committees to be headed by the RTDs for Research with the RTDs for Forestry and Administrative Service Chiefs as members, which shall recruit the Officer-in-Charge of the Social Forestry Divisions, based on the following criteria:

- a. A DENR permanent employee holding a position Grade 18 or higher;
- b. At least five (5) years work experience in social forestry and related field;
- c. A registered Forester or non-Forester Career Service Professional eligible;
- d. Have undergone at least 150 hours of training in forestry extension or social forestry; and
- e. Must pass the oral and written examination to be administered by the National Coordinating Office for ISF Social Forestry Division.

**SECTION 10. STAFFING.** The DENR Secretary shall designate upon recommendation of the National Coordinator for ISF and the Regional Executive Directors the Officers-in-Charge of the Regional Social Forestry Division.

The Regional Executive Directors shall designate the OICs of the CENRO Social Forestry Sections, and the other personnel of the Social Forestry Division of the Region.

The CENROs shall designate the other personnel of the CENRO Social Forestry Section.

The present personnel at the Social Forestry Units in the Regional Office and CENRO shall form the nucleus of the units hereinabove established. In the event of lack of qualified personnel in the existing units, the REDs are hereby authorized to assign to these new units on detailed basis, qualified personnel from other units, provided that the same shall not jeopardize the smooth operations of the office.

The FMB Director shall designate the Officer-in-Charge of the Program Development Section of the Social Forestry Division, and in the absence of existing qualified personnel, shall hire qualified casual employees whose wages shall be charged against FMB-ISF and/or ISF-CARP allotment.

**SECTION 11. EFFECTIVITY.** This Order shall take effect immediately.

**FULGENCIO S. FACTORAN, JR.**  
Secretary