

Administrative Order

No. 84

December 3, 1990

**SUBJECT: Creating the Organizational and
 Management Structure for the
 Implementation of the USAID-Assisted
 Natural Resources Management Program
 (NRMP)**

1. In the interest of the service and pursuant to the Grant Agreement between the United States of America and the Republic of the Philippines implementing the Natural Resources Management Program, the following organizational arrangement shall be adopted:
 - 1.1 An inter-agency Steering Committee (SC) chaired by the Secretary of the DENR or his designated alternate with members from DA, DAR, DBM, NEDA, DOST, DTI, CB, NGO and the private sector shall be created to provide the policy directions for program implementation. The DENR is the lead agency and shall be responsible for the accomplishment of policy actions agreed upon in the policy matrix. It shall be assisted by DA, DTI, DAR, private sector and non-government organizations, DOF, DBM, and the Central Bank shall be responsible for the disbursement aspects of the policy reform component. NEDA will monitor, in coordination with DENR, the progress of implementation of the policy actions under the Policy Reform Component and coordinate the progress reviews of GOP performance against the benchmark in the policy matrix.
 - 1.2 A Technical Coordinating Committee (TCC) to be chaired by the Undersecretary for Field Operations shall likewise be created to coordinate and provide the necessary policy recommendations and technical inputs to program implementation. Concerned Undersecretaries, Assistant Secretaries, Bureau Directors and heads of attached agencies shall form part of the Committee. Representative(s) of the Agency concerned/offices shall be called upon to attend Committee meetings on a need basis.
 - 1.3 A Program Support Staff to be headed by a Program Coordinator shall be designated/hired on a full-time basis to provide the necessary overall support to the Steering Committee and Technical Coordinating Committee and shall perform the following functions:

- a. **Serve as Secretariat for the Steering and Technical Coordinating Committees;**
- b. **Consolidate/package technical inputs and reports emanating from the pertinent implementing units;**
- c. **Coordinate the preparation of necessary reports/documents as required by GOP oversight agencies and donor institutions;**
- d. **Prepare the necessary briefing materials regarding the Program;**
- e. **Serve as direct liaison or contact point with the USAID; and**
- f. **Perform other functions as may be assigned to it by the Secretary and/or the Chairman of the Technical Coordinating Committee.**

2. **The concerned DENR Offices/Units shall have the following responsibilities in the implementation of the program. Said units shall be supported by a number of technical and administrative staff to be hired on a contractual basis.**

2.1 Policy, Planning and Project Management Office (PPMO)

2.1.1 Planning and Policy Studies Office (PPSO)

- a. **Supervise/coordinate the conduct of policy studies that may be contracted out or prepared in-house;**
- b. **Assist in the preparations of TORs for pertinent policy studies;**
- c. **Monitor policy changes and their effects;**
- d. **Facilitate issuance of DAOs and other operational policy instruments;**
- e. **Facilitate drafting of legislation in support of policy reforms, in coordination**
- f. **Coordinate/assist in the preparation of area development management plans; and**
- g. **Monitor compliance with policy conditionalities.**

2.1.2 Foreign-Assisted and Special Projects Office (FASPO)

- a. **Shall coordinate with the Finance Management Service of DENR in the preparation of annual budgets and work financial plans;**
- b. **Monitor and evaluate financial disbursements and performance;**
- c. **Facilitate processing of budget releases;**
- d. **Coordinate/assist in the preparation of TORs and selection of consulting firms; and**

- e. Serve as direct liaison/contact point with other funding/donor agency/ies; and,
- f. Facilitate commodity procurement.

2.2 Management Services

The Management Services Office shall oversee the handling of financial transactions in accordance with existing accounting and auditing rules and regulations; assist in the preparation of periodic accounting and financial reports on allotment and utilization; evaluate documents prior to procurement; and assist in the selection, recruitment and training of personnel.

2.3 Environment and Research Office

2.3.1 Ecosystems Research and Development Bureau (ERDB)

- a. Coordinate/liaise with pertinent research and development institutions in support of NRMP implementation;
- b. Assist in the preparation of TORs for research studies;
- c. Monitor progress/impact of action research and other technical studies; and,
- d. Facilitate movement of research outputs towards technology application and dissemination.

2.3.2 Protected Areas and Wildlife Bureau (PAWB)

- a. Coordinate activities of NGOs at the project level vis-a-vis IPAS
- b. Facilitate identification of protected areas for the debt for nature program; and,
- c. Facilitate/monitor progress of projects identified under the Natural Resources Protection component.

2.3.3 Environmental Management Bureau

The EMB shall lead in the preparation of the Urban-Industrial Environmental Program design in coordination with FASPO and other pertinent DENR units. Likewise, in coordination with Field Operations and PPSO, assist in the environmental assessment of NRMP-related activities.

2.4 Forest Management Bureau (FMB)

The FMB in coordination with PPSO shall provide the necessary technical inputs in the conduct of policy studies and in the subsequent formulation of policy reforms. Likewise, it shall extend technical support to sub-contractors in the preparation/design of implementation services for the following: management planning for residual forests; community forestry; preservation of old-growth forests; and regional/provincial technical services.

2.5 Field Operations Office

2.5.1 Office of Undersecretary for Field Operations

- a. Coordinate the phasing in of NRMP operations into the over-all field operations of DENR.
- b. Monitor progress of NRMP-related activities at field levels; and,
- c. Facilitate submission of reports by field implementing units.

2.5.2 Field Level Operations

The Regional offices shall perform the following functions:

- a. Provide over-all supervision in the smooth implementation of NRMP-related activities at the field levels;
- b. In coordination with the consultants hired under NRMP, provide the necessary technical assistance to field implementing units (i.e., PENROs and CENROs); and
- c. Monitor enforcement of policy reforms decisions at the field levels and in the preparation of aerial surveillance plans.

The various PENROs and CENROs shall be directly responsible for implementing and enforcing policy reform decisions. To this end, they shall perform the following activities:

- a. Assist NGOs/sub-contractors in the preparation of area management plans and in community organization.
- b. Assist in the identification of technical/operational issues affecting the implementation of policy reforms particularly as these affect the following programs: management planning for residual forests, community forestry, preservation of old-growth forests, etc.

- c. Provide other services as may be necessary to facilitate the smooth implementation of the NRMP-related activities.

2.6 Other Major Supporting Offices/Units

- 2.6.1 NAMRIA shall supervise/coordinate the Contractor in the conduct of comprehensive resource inventories in residual and old growth forests.
 - 2.6.2 The Public Affairs Office (PAO) under the Office of the Secretary, in coordination with the pertinent DENR units (i.e., EMB, NGO desk, ISF Secretariat, SCO-ICAD) shall coordinate the preparation of the Program on Communications, Information, Training and Education (CITE). Likewise, it shall coordinate the implementation of public information dissemination activities.
 - 2.6.3 The Legislative Affairs Office shall assist, coordinate and facilitate the drafting of legislation in support of policy reforms. It shall likewise act as the Program Liaison with the Legislature to expedite passage of proposed legislation.
3. The corresponding organizational structure is appended.
 4. This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

RECOMMENDING APPROVAL

VICTOR O. RAMOS
Undersecretary for Field
Operations

NOTE: Organizational Structure omitted