

**Administrative Order
No. 20
June 01, 1992**

SUBJEC : Creating the Organizational and Management Structure for the Implementation of the ENR Sector Adjustment Loan (SECAL) Program for the MEC and RRM Components in Region II.

In the interest of the service and pursuant to the full scale implementation of the Environment and Natural Resources Sector Adjustment Loan (ENR-SECAL) Program, the following structure, functions, responsibilities and authorities for the Monitoring and Enforcement (MEC) and Regional Resource Management Projects (RRMP) components of the Program in Region n are hereby defined as follows:

A. REGIONAL PROGRAM COMMITTEE

A Regional Program Committee shall be created and shall be composed of the regular members of the Regional Development Council's (ROC) Committee on Agro-Industrial Development and Sub-Committee on Productivity Development. The Committee shall be chaired by the DENR Regional Executive Director and shall be composed of the representatives of the following offices as members:

1. Department of Agriculture
2. Department of Agrarian Reform
3. Department of Labor and Employment
4. Department of Interior and Local Government
5. Department of Finance
6. Department of Public Works and Highways
7. Department of Trade and Industry
8. Department of Science and Technology
9. Department of Health
10. National Manpower and Youth Council
11. NEDA Regional Office

OVERALL FUNCTIONS:

1. Approve the overall ENR-SECAL Regional Development Plan and review the Annual WFP;

2. Promulgate policies and guidelines in accordance with the overall policies of the program
3. Resolve regional program issues and secure inter-agency support and participation of the program's activities and;
4. Facilitates the progress of the program's regional budget through the regular GOP budgetary procedures.

a. On Monitoring and Enforcement Component (MEC) Concerns/Matters

The Regional Program Committee (RPC) shall also perform the functions of the Multi-Sectoral Forest Protection Committee (MFPC) at the Region on a concurrent basis. The MFPC shall perform the following functions:

1. Serve as a collection point of information on illegal activities, tapping the independent networks to which its members belong;
2. Mobilize the independent networks to which its members belong in support of forest protection activities;
3. Receive and discuss regular status reports from DENR and other monitoring, apprehension, and prosecutorial activities; and
4. Advise DENR and concerned parties on the results of these activities.

b. On Regional Resource Management (RRM) Concerns/Matters

1. Utilize documents related to RRM project implementation experiences to recommend policies and administrative procedures to facilitate community resource management and watershed rehabilitation projects and other programs;
2. Facilitate the identification of other direct donors or co-financing agencies as sources of funds for project sites not initially mobilized and for expansion of projects within identified watersheds and to other watershed sites;
3. Decide, upon recommendation of the Provincial Program Committee (PPC), when a province can take over management of its project site/s.

B. REGIONAL PROGRAM MANAGEMENT OFFICE (RPMO)

COMPOSITION AND STRUCTURE

The Regional Program Management Office shall be composed of the following:

1. Regional Program Director
2. Regional Program Coordinator (full-time)
3. Technical Coordinators for MEC & RRM
4. Technical & Administrative Staff

OVERALL FUNCTION

1. Manage the overall implementation of the program in the region;
2. Monitor and evaluate the performance of the three implementing units of each component as well as the TA component and prepare progress report for submission to the Regional Program Committee, oversight councils/committees, and the National Program Management Office;
3. Coordinate the activities of participating regional agencies (e.g. DA, DAR, DLG, DOH, DND, DOJ ETC.) as well as private institutions/NGOs for the implementation of the Program;
4. Review and consolidate the overall Strategic Plans and Annual Work Plans and programs of each component at various level and prepare a regional Strategic Plan and Annual Work and Financial Plan for submission to the Regional Program Committee and the National Program Management Office for funding;
5. Provide technical supervision and training support to program staff clientele; and
6. Hire staff in accordance with the set guidelines/criteria by the National Program Steering Committee

B.1 REGIONAL PROGRAM DIRECTOR

Duties and Responsibilities

1. Appoint the program personnel per DBM approved plantilla and ENR-SECAL program guidelines;
2. Designate existing DENR regional units and staff who shall provide assistance in the implementation of program activities;

3. Execute the policies and guidelines promulgated by the Regional Program Committee and the ENR-SECAL Steering committee.
4. Exercise management control functions to ensure that the program inputs are provided adequately and on time;
5. Enter into contracts for goods and services needed by the program within the existing guidelines and regulations of DENR and oversight agencies particularly COA, DBM and NEDA and those set forth by the Steering Committee.

B.2 PROGRAM COORDINATOR

Duties and Responsibilities

1. Assist the Program Director in the exercise of his functions and responsibilities;
2. Coordinate project activities of the two components with other agencies and local government units as well as liaise with the National Program Management Office and other national offices; and 3. Supervise the day-to-day activities of the offices; and
3. Supervise the day- to-day activities of the office.

B.3 MONITORING AND ENFORCEMENT TECHNICAL UNIT

1. It shall be headed by a Technical Coordinator and assisted by a staff;
2. Coordinate/work closely with the component's consultants for the effective conduct of their assigned tasks;
3. With the assistance of the T A, identify and recommend possible members of the Multi-sectoral Forest Protection Committee for the approval of the Steering Committee;
4. Perform the day to day functions and operations of the Unit and monitor and evaluate the activities of the component.

B.4 REGIONAL RESOURCE MANAGEMENT TECHNICAL UNIT

1. It shall be headed by a Technical Coordinator and assisted by a staff;

2. Coordinate/work closely with the component's consultants for the effective conduct of their assigned tasks;
3. Monitor and evaluate the implementation of activities of Regional Technical Assistance for the RPO and contracted NGOs, for each site and review and consolidate reports for submission to the RPC and the National Program Management Office;
4. Review and consolidate municipal/watershed Work and Financial Plans and programs and prepare an overall RRM Project Strategic Plan for submission/presentation to the RPMO;
5. Facilitate the identification and provision of technical assistance and training support to concerned PENROs, PPDOs, CPDOs, CENRO, WMU, MPDO, site BDUs and clientele especially to the multi-agency core teams at Municipal level;
6. Assist the project's field units and participating agencies involved in project implementation to internalize the project's development, philosophy and learning process methodology while establishing Community Resource Management working models in key barangays;
7. Recommend indicators for determining the capability of a Province to manage a project and monitor performance based on these indicators and recommend to the Regional Program Committee when a province has the management capability to take over a project site;
8. Facilitate the coordination of key inter-agency committees and task forces including the ENR and Development committees and sub-committees of the RDC and other project initiated task forces (from DENR, DA, DAR and DOJ);
and
9. Collaborate with law enforcement groups in controlling illegal logging and fishing, and the implementation of IPAS. Whenever possible, the RRMC should be synonymous with the regional multi-sectoral committee being established under the monitoring and enforcement component of ENR-SECAL.

II. PROVINCIAL LEVEL

A. PROVINCIAL PROGRAM COMMITTEE

COMPOSITION AND STRUCTURE

The Committee shall be chaired by the PENRO of the DENR and shall be composed of the following members, by component:

REGIONAL RESOURCE MANAGEMENT

1. Provincial Agriculture Officer
2. Provincial Agrarian Reform Officer
3. Provincial Engineer
4. Provincial Officer, DILG
5. Provincial Officer, DOH
6. Provincial Governor or Provincial Planning Dev't. Officer

MONITORING AND ENFORCEMENT COMPONENT

1. Provincial Superintendent, PNP
2. Concerned Area Commander, AFP
3. Representative of the Business Sector
4. Concerned Non-Government Organization Representative
5. Representative/s from the Religious Sector

OVERALL FUNCTIONS

1. The PPC shall provide general guidance and oversee the program's activities in each province or city;
2. Approve the Provincial Annual WFP and overall Strategic Plan;
3. Resolve program issues at the Provincial level; and
4. Facilitate inter-sectoral coordination in the province.

On Monitoring and Enforcement Matters/Concerns

Concurrently, the members of the Provincial Program Committee (PPC) concerning IEC shall perform the task of the Multi-sectoral Forest Protection Committee (MFPC) in the Province, which are to:

1. Serve as a collection point of information on illegal activities, tapping the independent networks to which its members belong;
2. Mobilize the independent networks to which its members belong in support of forest protection activities;
3. Receive and discuss regular status reports from DENR and other monitoring, apprehension, and prosecutorial activities;
4. Advise DENR and concerned parties on the results of these activities;
5. Publicize the committee's discussions and findings (except where treated as confidential); and
6. Directly oversee the implementation of public awareness and alternative livelihood activities of the MEC.

On Regional Resource Management Concerns/Matters

1. Generate provincial resource management and watershed development policies in accordance with the overall policies and guidelines set by national and regional steering committee;
2. Approve Annual WFPs and overall Strategic Plan of each WMU operation in the province;
3. Facilitate inter-agency coordination as well as funds flow to implementing units;
4. Identify and recommend NGOs to be contracted for managing the project site/s; and
5. Oversee the operations and performance of the WMU and other implementing units in the province.

B. PROVINCIAL PROGRAM MANAGEMENT OFFICE (PPMO)

COMPOSITION AND STRUCTURE

The Provincial Program Management Office shall be composed of the following:

1. Provincial Program Coordinator/PENRO
2. One Technical Coordinator for the Program
3. Technical/Administrative Staff (Planning, Accounting, Budget)
4. Special Action Team Members

Duties and Responsibilities

1. Monitor and evaluate the performance of the MEC and RRM units of each component for submission to the PPC, RPMO, National Program Management Office, and various oversight councils/committees;
2. Mobilize the Special Action Team to monitor and enforce forest laws and regulations;
3. Coordinate the activities of participating Provincial Offices as well as private institutions/NGOs for the implementation of the Program;
4. Review and recommend consolidated Work and Financial Plans for submission to the Regional Program Management Office for funding;
5. Coordinate with the members of the Multisectoral Forest Protection Committee and TAs/ consultants in the conduct of their functions;
6. Facilitate provision of technical and training support to all program staff;
7. Provide the financial management need of the Program;
8. Publicize the committee's discussions and findings (except where treated as confidential); and
9. Directly oversee the implementation of public awareness and alternative livelihood activities of the MEC.

For RRM Matters

1. Monitor implementation of Contracts/MOAs in accordance with existing guidelines;
2. Provide the financial management needs of the WMUs;
3. Submit reports to the Regional Program Management Office; and
4. Coordinate project activities with concerned local government units.

For MEC Matters

1. Organize a Special Action Team to monitor and enforce forestry laws and regulations in the province;
2. With the assistance of the TA, identify and recommend probable members of the Multisectoral Forest Protection Committee for approval of the Steering Committee; and
3. Perform the day to day activities and operations of the Unit and monitor and evaluate the activities of the component.

C. PROVINCIAL PROGRAM COORDINATOR (PPC)

Duties and Responsibilities

1. Appoint the provincial program personnel per DBM approved plantilla and ENR-SECAL Program guidelines;
2. Designate existing provincial units and staff who shall provide assistance in program implementation;
3. Execute the policies and guidelines promulgated by the Provincial and Regional Program Committee and the ENR-SECAL Steering Committee;
4. Exercise management control functions to ensure that inputs are provided adequately and on time; and
5. Report to the Provincial Program Committee/Regional Program Director on activities conducted relative to the implementation of the ENR-SECAL Program.

III. DISTRICT/MUNICIPAL LEVEL

A. DISTRICT/MUNICIPAL PROGRAM COMMITTEE

The MPC shall be headed by the CENRO and shall be composed of the following as members: a) Municipal Mayor and/or his MPDO b) representative of community organizations in key barangays c) municipal line agencies and d) religious/private sector. Concurrently, it shall perform the functions of the MFPC and the following:

1. Promulgate policies applicable to the area in accordance with the Program's policies and guidelines;
2. Oversee implementation of regular program activities in the district; and
3. Approve the WMU Strategic Plan and Annual WFP for submission to the PPMC and PMPO.

B. MUNICIPAL PROGRAM MANAGEMENT OFFICE

Composition and Structure

The Municipal Program Management Office shall be composed of the following;

1. CENRO/Coordinator
2. WMU Manager (full-time)
3. Technical & Administrative Support Staff

Duties and Responsibilities

III.1 COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE (CENRO)

1. Supervise and support the operation of WMUs;
2. Designate existing CENRO units and staff who shall provide assistance in program implementation;
3. Execute the policies and guidelines promulgated by the Municipal, Provincial and Regional Program Committee as well as the ENR-SECAL Steering Committee; and

4. Report to the Municipal Program Committee/Provincial Program Coordinator on activities conducted relative to the implementation of the ENR-SECAL Program.

B.2 WATERSHED MANAGEMENT UNIT (WMU)

1. Serve as the focal point of coordination of all support activities to be delivered to farmer-participants by the DENR, Municipal Extension and Social Services Officials of Regional line agencies (RLAs), PEO, NGOs and consultants;
2. Supervise and support field level activities of the BDU and their mobilized communities;
3. Initiate and supervise the implementation and monitoring of the projects' plans and programs in collaboration with the project's beneficiaries and also prepare and supervise community contracts for LB/ES road and trail construction, contract nurserying and off-farm agroforestry;
4. Maintain records of financial and material transactions and to account for all properties, assets, monies and accountabilities accruing to the WMU for project purposes;
5. Monitor project progress relative to targets and documents project activities, problems and solutions and relevant learnings in project implementation. It shall also assist the development management core team to accommodate these in their subsequent plans and programs; and
6. Submit regular progress reports on implementation to the Municipal Program Committee and Provincial Program Management Office.

IV. BARANGAY LEVEL

A. BARANGAY DEVELOPMENT UNITS (BDUs)

The BDUs shall be composed of contracted NGOs, frontline personnel and/or CDOs/CDAs hired by the Program who shall reside at targeted barangays. Through the support of the CENRO, WMU and consultants, the BDU shall function as follows:

1. Organize, mobilize and train community members, LGU officers and field workers of line agencies to prepare, undertake and implement the detailed plans and work programs of the barangays; and

2. Supervise/coordinate with the field staff of designated LGUs, NSA and other NGOs in the implementation of the project in the expansion barangays and in additional municipalities and watershed sites;

The corresponding organizational structure is hereby appended.

This order shall take effect immediately and repeals, supersedes or revokes any or issuance not consistent herewith.

VICTOR O. RAMOS
OIC, Secretary