

**Administrative Order
No. 42
September 02, 1992**

SUBJECT : Creating the Organizational and Management Structure for the Implementation of the ENR Sector Adjustment Loan (SECAL) Program for the RRM Component in Region 1 and CAR

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 Regional Resource Management Projects (RRMP) component of the Program in Regions 1 and CAR are hereby defined as follows:

I. REGIONAL LEVEL

A. REGIONAL RESOURCE MANAGEMENT PROGRAM COMMITTEE

Composition and Structure

A Regional Resource Management Program Committee shall be created and shall be composed of the regular members of the Regional Development Council's (RDC) 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 Interior and Local Government
4. Department of Public Works and Highways
5. Department of Trade and Industry
6. Department of Science and Technology
7. Department of Education, Culture and Sports
8. Department of Health
9. NEDA Regional Office
10. Other Concerned Agencies/Sectors

Overall Functions

1. Approve the overall ENR-SECAL Regional RRMP 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;
4. Facilitate the processing of the program's regional budget through the regular GOP budgetary procedures;
5. Based on relevant project and other process documentation documents, recommend policies and administrative procedures to facilitate community resource management and watershed rehabilitation projects and other programs;
6. Facilitate the identification of other external and internal sources of funds for additional project sites and/or expansion areas within currently identified watersheds and other critical watershed sites;
7. Decide on the criteria and process of evaluating the capability of Local government to assume project management functions.

B. REGIONAL RESOURCE MANAGEMENT PROGRAM OFFICE (RRMPO)

Composition and Structure,

The Regional Resource Management Program Office shall be composed of following;

1. Regional Program Director
2. Regional Program Coordinator
3. Contractual and Detailed Technical & Administrative Staff
4. Other Officers as specified/designated by the Regional Program Director

Overall Functions

1. Manage the overall implementation of the program in the region;

2. Monitor and evaluate the performance of each implementing units 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 at various levels;
5. Prepare a Regional Strategic Plan and Annual Work and Financial Plan for submission to the Regional Program Committee and the National Program Management Office as basis of fund releases;
6. Provide technical supervision and training support to program staff and clientele;
7. Recommend the procedures and indicators for determining the capability of a province to manage a project, to the Regional Program Committee and eventual turn over to the concerned LGUs;

B.1 REGIONAL PROGRAM DIRECTOR

Duties and Responsibilities

1. Assume overall supervision in the effective implementation of the program;
2. Organize and establish the necessary Project Management Offices at all levels in the Region and to designate, hire and deploy personnel thereof who shall provide assistance in the implementation of program activities;
3. Recommend and/or adopt policy directions/measures for the efficient and effective implementation of the program;
4. 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 setforth by the ENR-SECAL Steering Committee.
5. Establish linkages with the concerned agencies, LGUs, NGOs and other organizations for effective program implementation and to enter into agreements with said entities/organizations as may be necessary and

6. Perform other functions as may be assigned by the ENR-SECAL Steering Committee and by the Program Officer.

B.2 REGIONAL PROGRAM COORDINATOR

Duties and Responsibilities

1. Assist the Regional Program Director in the exercise of his functions and responsibilities in the effective implementation of the program;
2. Establish proper coordination with the Technical Assistance Team and the identified support agencies and/or organizations; and
3. Perform other functions as may be assigned by the Regional Program Director relative to the program.

II. PROVINCIAL LEVEL

A. PROVINCIAL RESOURCE MANAGEMENT PROGRAM COMMITTEE

Composition and Structure

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

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 Devt Officer
7. Other Concerned Agencies/Sectors

Overall Functions

1. The PRMPC shall provide general guidance and oversee the program's activities in each province or city;
2. Approve the Annual WFP and overall Strategic Plan of the Province and WMU;

3. Resolve program issues at the Provincial level;
4. Facilitate inter-sectoral/inter-agency coordination in the province as well as funds flow to implementing units;
5. Generate provincial resource management and watershed development policies in accordance with the overall program policies and guidelines; and
6. Oversee the operations and performance of the WMU and other implementing units in the province.

B. PROVINCIAL RESOURCE MANAGEMENT PROGRAM OFFICE (PRMPO)

Composition and Structure

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

1. Provincial Program Coordinator/PENR Officer
2. Detailed and Contractual Technical/Administrative Staff
3. Other Officers as specified/designated by the Regional Program Director

Overall Functions

1. Monitor and evaluate the performance of the RRM units for submission to the PRMPC, RRMPO, National Program Management Office, and various oversight councils/committees;
2. Review and recommend consolidated Work and Financial Plan for submission to the Regional Resource Management Program Office;
3. Coordinate with the TAs/consultants in the effective conduct of their functions;
4. Monitor implementation of Contracts/MOAs in accordance with existing guidelines;
5. Provide the financial management needs of the WMUs;
6. Submit reports to the Regional Resource Management Program Office; and

7. Coordinate project activities with concerned local government units as well as private institutions/NGOs for the implementation of the Program.

B.1 PROVINCIAL PROGRAM COORDINATOR (PENRO)

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 Resource Management 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

Composition and Structure

The MPC shall be headed by the CENRO and shall be composed of the following as members: a) Municipal Mayor or his MPDO b) concerned heads of BDC/BRMC c) representatives of community organizations in key barangays, d) LGU/NSA representative and e) religious/private sector. It shall perform the following functions:

Overall Functions

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 RESOURCE MANAGEMENT PROGRAM OFFICE (MRMPO)

Composition and Structure

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

1. CENRO/Coordinator
2. WMU Manager (full-time)
3. Detailed Technical/Administrative Staff from the CENRO
4. Contractual Staff of the WMU
5. Other Officers as specified/designated by the Regional Program Director

B.1 MUNICIPAL/DISTRICT COORDINATOR (CENRO)

Duties and Responsibilities

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)

Composition and Structure

The WMU shall be headed by the WMU Manager and will be supported by contractual personnel hired by the Project as well as some detailed technical staff of the CENRO. Through the support of the PRMPO, CENRO and consultants, the WMU shall function as follows:

Overall Functions

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 project's 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. In collaboration with the RTA, conduct trainings, seminars and workshops toward institutionalizing CBRM at the different levels and institutionalize IEC related activities at the project level;
5. Disburse project funds in accordance with the approved work and financial plan;
6. Maintain records of financial and material transactions and to account for all properties, assets, monies and accountabilities accruing to the WMU for project purposes;
7. Monitor project progress relative to targets and document project activities, problems and solutions and relevant learnings in project implementation and recommend appropriate policy action to improve present CBRM system. It shall also assist the development management core team to accommodate these in their subsequent plans and programs; and
8. Establish linkages between the MRMPC, BRMPC and the community associations and other concerned groups;
9. Prepare and see to it that the beneficiaries are ready to accept the responsibilities attached to the resource access instrument; and
10. Submit regular progress reports on implementation to the Municipal Resource Management Program Committee and Provincial Resource Management Program Office

IV. BARANGAY LEVEL

BARANGAY RESOURCE MANAGEMENT PROGRAM COMMITTEE

Composition and Structure

For large barangays (in terms of population, area, and number of projects) a Barangay Resource Management Program Committee shall be created/established and shall become a subcommittee of the Barangay Development Council (BDC). For smaller barangays, the BDC shall perform the functions related to RRMP implementation. The BRMPC shall be headed by the Barangay Chairman and memberships include the representative/s from different community organizations/associations and cooperatives.

Overall Functions

1. Overall in-charge of the preparation and approval of the Barangay Development Action Plan (BDAP). Shall see to it that all plans and programs will be consistent with the CBRM concepts and approaches. Shall likewise replan and update the prepared BDAPs to suit current developments in the barangay;
2. Coordinate all activities of the community associations, cooperatives, farmer groups, etc. Shall oversee that all the development programs of the groups will lead to the achievement of the barangay goals and objectives;
3. Through the assistance of the BDU/WMU, shall act as the planning body of the barangay;
4. Shall oversee the implementation of CBRMP activities done by the BDU and project participants;
5. Submit reports to the MRMPC; and
6. Provide assistance to the farmer associations and cooperatives in the marketing of farms and forest products.

B. BARANGAY DEVELOPMENT UNITS (BDUs)

The BDUs shall be composed of frontline contractual personnel and 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 to prepare, undertake and implement the detailed plans and work programs of the barangay;

2. Generate baseline data of the barangay/community from the community residents themselves. Shall see to it that baseline data generated would contain the required informations for the formulation of area-specific strategies, process and work programs;
3. Initiate the preparation of a Barangay Development Plan (BDAP).
4. Assist the WMU and RTA in conducting trainings/workshops and IEC activities in the area;
5. Facilitate/Capacitate the LGU and NSA field workers to deliver support services and oversight to the project's target communities/beneficiaries;
6. Submit field reports to the WMU for information and appropriate action;
7. Conduct process and technology documentation at the barangay/community level capturing highlights of activities of the community/beneficiaries;
8. Facilitate a venue for the turning over of BDU functions to the LGU and NSA field workers;
9. 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; and
10. Shall see to it that the beneficiaries and communities will become self-reliant and can already effectively plan for their future with minimal assistance from the LGUs/NSAs.

The corresponding organizational structure is hereby appended.

V. OTHER PROVISIONS

This order shall conform with the provisions of the General A.O. No. 1 Series of 1991 (Delegation of Authority Regarding Financial Matters and Administrative Matters at the Department Proper) and DAO No. 38 Series of 1990 (Revised Regulations on the Delineation of Functions and Delegation of Authorities) as may be applicable.

This order shall take effect immediately.

RICARDO M. UMALI
OIC, Secretary