

Administrative Order
No. 49
July 26, 1993

SUBJECT : General Functional Relationships Among Selected Central and Regional Offices, Bureaus, Units and Other Department Officers Following the Issuance of Special Order 863 Series of 1993.

Anent to Special Order 863 s. 1993, the following general functional relationships of indicated offices, bureaus and other department officers (see attached chart which shall form part of this Order) are to be effected as described without prejudice to standard procedures of government stipulated by law:

1. SECRETARY AND REGIONAL EXECUTIVE DIRECTORS.

Regional Executive Directors (REDs) are to report directly to and receive instructions and directives from the Secretary on matters relating to regional administration such as those pertaining to:

- 1.1 Policies and program priorities;
- 1.2 Personnel and personnel assignments;
- 1.3 Equipment and office support;
- 1.4 Budgeting and financial control responsibilities and functions;
- 1.5 Legal services and legislative liaison; and
- 1.6 Other functions and matters that the Secretary may assign the REDs.

2. UNDERSECRETARIES AND REGIONAL EXECUTIVE DIRECTORS.

Undersecretaries are to provide technical directions to REDs on matters relating to the discharge by Regional Offices of sectoral and/or technical functions and mandates; viz.,

- 2.1 Sectoral policies, rules and regulations;
- 2.2 Availment of technical data and information;
- 2.3 Licensing;
- 2.4 Sectoral methods, standards and procedures;
- 2.5 Sectoral key result areas (KRAs); and
- 2.6 Sectoral program/project implementation.

Undersecretaries are to regularly report to the Secretary on matters relating to sectoral mandates particularly sectoral KRAs; for this reason, they might solicit from REDs, Regional Technical Directors (RTDs) or other regional personnel, reports pertaining to technical and sectoral matters, and/or issue directives to the same to ensure effective implementation of technical mandates of the Department.

Undersecretaries shall issue supervisory and technical directions to REDs and to other department personnel or units to implement sectoral or other programs and projects and/or discharge such other duties and functions which the Secretary may assign to him for execution and implementation.

Sectoral technical matters are expected to be included in REDs' regular reports to the Secretary; Undersecretaries are to be routinely furnished copies of the same to ensure better and timely delivery of technical assistance to Regional Offices.

In view of this functional relationship, all documents, informations, data and communications pertaining to specific sectoral concerns emanating from field, central and staff bureaus shall be coursed thru the Functional Undersecretaries for proper action and/or final approval by the Secretary.

3. **ASSISTANT SECRETARIES AND REGIONAL EXECUTIVE DIRECTORS.**

Assistant secretaries discharge staff functions for the Secretary for whom they may issue to REDs directives or instructions in line with the functions of their offices; their actions are to be construed as those of the Secretary himself; for this reason, the responses of REDs to issuances and directives made by Assistant Secretaries shall be directly routed to the Assistant Secretary but with a copy (in case of non-routine matters) or information of it (in case of regular actions) furnished to the Secretary for purposes of maintaining a high level of direct communication between REDs and Secretary himself. Offices assigned under the office of an Assistant Secretary shall direct issuances to REDs by way of their supervising Assistant Secretary.

4. **SPECIAL ASSISTANT(S) TO THE SECRETARY FOR REGIONAL ADMINISTRATION AND REGIONAL EXECUTIVE DIRECTORS.**

Those designated as Special Assistant(s) to the Secretary for Regional Administration (ASRA) are expected to provide the Secretary with high level staff support to facilitate the Secretary's supervision and control of regional

administration; as such, they are expected to relate mainly to the Secretary and shall undertake for him the following major tasks; viz.,

- 4.1 Monitor for the Secretary the general functioning of regional offices particularly pertaining to administrative requirements to meet regional KRAs;
- 4.2 Evaluate for and regularly discuss with the Secretary the reports and communications from REDs to identify regional opportunities and problems related to the conduct of the Department's mandate.
- 4.3 Upon the direction of the Secretary, develop and prepare the Secretary's issuances and directives to REDs; and
- 4.4 Undertake such other tasks and functions as may be assigned to them by the Secretary.

5. UNDERSECRETARIES AND BUREAU DIRECTORS

The Directors of the Forest Management Bureau (FMB), Mines and Geosciences Bureau (MGB) and the Land Management Bureau (LMB) shall report directly to the Undersecretary for Natural Resource Management (USEC-NRM); the Directors of the Protected Areas and Wildlife Bureau (PAWB), Environmental Management Bureau (EMB) and Ecosystems Research and Development Bureau (ERDB), shall report to the Undersecretary for Environment and Research (USEC-ER); as such, Undersecretaries are to provide administrative supervision and technical directions to Bureaus assigned to them, as well as supervision and direction on the conduct of Bureau programs and projects, or other functions related to providing technical and sectoral directions to Regional Offices.

In the interest of ensuring that Bureaus are always aware of changing conditions in regions which might affect their sector, Undersecretaries' copies of REDs' reports to the Secretary are to be furnished by the Undersecretary to Bureau Directors.

Bureau Directors are to develop technical standards, procedures and other specifications of the Department's discharge of its mandate related to their sector; as such, Bureau Directors are to advise the Undersecretaries on how sectoral policies and standards are to be observed and met in regions to satisfy the requirements of the Department and of the law. Bureau Directors are to provide their Undersecretaries regular evaluation of the performance of Regional

Technical Directors (RTDs) on the conduct of technical functions related to their sector.

6. BUREAU DIRECTORS AND REGIONAL DIRECTORS.

For purposes of delivery of technical assistance to Regional Offices, staff Bureaus may be construed as extensions of the Offices of their supervising Undersecretaries; as such, the expected delivery by the Undersecretaries to REDs of technical assistance and directions stipulated in this Order, particularly relating to those which are standard or routine, might be done in surrogate by way of the Bureaus under an Undersecretary providing the same to Regional Directors (REDs or RTDs); similarly, REDs' solicitations of routine technical assistance and directions from Undersecretaries may be done in surrogate by way of REDs or RTDs soliciting the same from Bureau Directors; provided, that all communications by Regional Directors to Bureau Directors are with full knowledge of, and are noted or approved by, REDs and all the communications and liaisons of Bureau Directors with Regional Directors are regularly reported by Bureau Directors to their supervising Undersecretary in formats and in degrees of summary specified by the latter; provided further that in cases in which by law or by Department procedure, the actions of REDs and RTDs on sectoral technical matters (e.g., licenses, fines) are to require central office approval, the same are to be coursed by REDs to pertinent Bureau Directors for evaluation, for Bureau Directors to thenon submit or indorse the same to supervising Undersecretaries for action or for further endorsement to the Secretary for approval.

7. NATIONAL COORDINATORS.

Community organizing, coastal environment development, urban and roadside forestry, and urban pollution, are currently focused technical concerns of the Department; their respective National Coordinators (NCs) are to prepare national action programs for the same, subject to the approval of their designated supervising Undersecretary and the Secretary; as such, National Coordinators are to evaluate all regional workplans and budgets related to their designated programs prior to the same being submitted to appropriate Undersecretaries and to the Secretary for approval.

National Coordinators shall develop and prepare issuances and directives of Undersecretaries or the Secretary as the Secretary might direct, to effect designated programs in regions; they are to regularly evaluate the extent designated programs are carried out in regions including the extent to which regional personnel effect the program.

National Coordinators may use the authority of their supervising Undersecretary to carry out functions in regions provided that all their activities have been previously cleared by the latter.

In the event REDs pose disagreements with the manner or extent to which National Coordinators undertake activities in a region, and after collegial remedies failed to effect solutions, REDs may directly bring this concern to the attention of the supervising Undersecretary or to the Secretary directly.

National Coordinators are to recommend to the Secretary through their supervising Undersecretary, incentives and censures for, and/or solutions to correct, shortfalls in the implementation of designated programs in regions including, but not limited to, personnel assignments and budgets.

8. REGIONAL PROGRAM COORDINATORS.

Regional Program Coordinators (RPCs) are regional equivalents and counterparts of National Coordinators; they are to function in similar ways as National Coordinators within designated regions; they carry the authority of the Office of the RED and they are to evaluate the performance of regional personnel with respect to the implementation of their designated programs.

9. All other functions, authorities, and organizational structures not covered by this Order shall remain in force.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary