

Administrative Order
No. 26
April 28, 1993

SUBJECT : 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 X

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 Resources Management Projects (RRMP) components of the Program in Region X are hereby defined as follows:

I. REGIONAL LEVEL

A. REGIONAL PROGRAM COMMITTEES

A Regional Executive Director shall organize a Regional Program Committee/s for Regional Resource Management Project (RRMP) and initiate the formation of a Multi-Sectoral Forest Protection Committee (MFPC) for the Monitoring and Enforcement Component (MEC) with the following functions:

A.1 Regional Resource Management Program Committee (RRMPC)

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 project issues and secure inter-agency support and participation of the program 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 projects sites and/or expansion areas within currently identified watersheds and other critical watershed sites; and
7. Decide on the criteria and process of evaluating the capability of Local Government to assume project management functions.

A.2 Regional Multi-Sectoral Forest Protection Committees (RMFPC)

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. Publicize the committee's discussions and findings except when treated as confidential;
5. Advice DENR and concerned parties on the results of these activities; and
6. Directly oversee the implementation of public awareness and alternative livelihood programs.

B. REGIONAL PROGRAM MANAGEMENT OFFICE (RPMO)

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

1. Regional Program Director - Regional Executive Director
2. Regional Program Coordinator - RTD for Forestry on MEC/RRM
3. RRM Technical Coordinator - Chief, FRDD
4. MEC Technical Coordinator - Chief, FRCD

5. M & E Coordinator - Chief, PMD
6. Project Development Officer
7. Project Evaluation Officer
8. Accountant
9. Computer Operator
10. Cartographer
11. Driver
12. Forester

Overall Functions

1. Manage and supervise the overall implementation of the program in the region;
2. Monitor and evaluate the performance of the two 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, DECS 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;
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; and
7. Submit reports as prescribed by ENR-SECAL Program Management Office.

B.1 REGIONAL PROGRAM DIRECTOR

The Regional Executive Director shall be designated as the Regional Program Director. He shall perform the following 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/Develop and/or adopt policy directors/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 set forth 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;
6. Organize and establish other units or groups within the regional office as deemed necessary to effectively and efficiently implement program activities; and
7. Perform other functions as may be assigned by the ENR-SECAL Steering Committee and by the Program Officer.

B.2 REGIONAL PROGRAM COORDINATOR

The Regional Technical Director for Forestry shall be designated as Regional Program Coordinator for RRM and MEC. He shall perform the following 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 Regional 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.

B.2.1. Monitoring and Enforcement Component (MEC) Unit

The Monitoring and Enforcement Component Unit shall be headed by the Chief of the Forest Resources and Conservation Division (FRCD) as the Regional MEC Coordinator. The Unit shall perform the following functions:

1. Coordinate/work closely with the component's RTA Team for the effective conduct of their assigned tasks;
2. With the assistance of the RTAT, identify and recommend possible members of the Multisectoral Forest Protection Committee for the approval of the Steering Committee;
3. Perform the day to day functions and operations of the Unit and monitor and evaluate the activities of the component;
4. Mobilize and organize Special Task Action Groups (STAG) at the regional, provincial, and municipal levels as deemed appropriate;

4.1 Special Task Action Group (STAG)

The Special Task Action Group shall have the following functions;

1. Conduct regular ground surveillance activities and gather, consolidate and analyze intelligent data/information from field units;
2. Serve as the ground enforcement counterpart of the aerial/water surveillance group and see to it that the operation is coordinated with all concerned parties;
3. Conduct apprehension, seizure/confiscation of illegally cut/sourced forest products;

4. Gather evidences against violators of forest laws, rules and regulations for the eventual filing of cases;
5. Coordinate with other law enforcement agencies where their assistance is deemed necessary for the success of the campaign; and
6. Submit a report immediately after any operation.

B.2.2 Information Processing Sub-Unit (IPSU)

The Information Processing Sub-Unit (TPSU) shall be established under the Regional MEC Coordinator. It shall perform the following functions;

1. Collect data and other relevant information on the four (4) sub-components of MEC namely: Operations Services, MEPC formation, Legal Services and Log Control Monitoring System (LCMS);
2. Classify process and analyze data information gathered and provide regular and special reports to the Regional Program Director;
3. Based on data/informations analyzed, recommend necessary actions for effective implementation of the projects;
4. As necessary, provide feedback to the 4 sub-components of the projects; and
5. Keep and maintain all data/information and records on the project for ready use of concerned DENR offices.

B.2.3 Regional Resource Management (RRM) Unit

The Regional Resource Management Unit shall be headed by the Chief of Forest Resources Development Division (FRDD) as the Regional RRM Coordinator. The Unit shall have the following functions:

1. Coordinate/work closely with the component's RTA Team for the effective conduct of their assigned tasks;
2. 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;

3. 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;
4. Facilitate the identification and provision of technical assistance and training support to concerned PENROs, PPDOs, CPDOs, CENRO, WMU, MPDO, site BDUs and clictele especially to the multi-agency core teams at Municipal levels;
5. 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-Based Resource Management working models in key barangays;
6. 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; and
7. 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).

B2.4 Regional Monitoring and Evaluation Unit (RMEU)

The Regional Monitoring and Evaluation Unit shall be headed by the Chief of Planning and Management Division (PMD) as the Regional Monitoring Coordinator. He/She will be assisted by the RRM and MEC Coordinators. The Unit shall have the following functions:

1. Evaluate and validate accomplishment of NGO contractors as basis in processing of billings;
2. Recommend measures to the RPMO and RRMPC in effecting system/procedures to smoothen project implementation;

3. Monitor progress of project implementation vis-a-vis schedule of work and actual accomplishment and submit prescribed reports to the Regional Program Director;
4. Monitor funds utilization; and
5. Perform such as other functions as maybe assigned to it by the Regional Program Director.

B2.5 Regional Technical Assistance Team (RTAT) for RRM

1. Ensure that the project will be implemented following the designed concepts, guiding principles, goals/objectives and strategies of RRMP within the specified time frame;
2. Ensure that all work programs and targets are met and of a quality that would result to actual improvement in the living condition of the project beneficiaries and the environmental improvement and sustainability of the target watersheds;
3. Create/strengthen linkages with the LGUs/NSAs in watershed sites towards the institutionalization of the resource management systems within these agencies; and
4. Facilitate the full decentralization of project management and the systematic and timely phase-out of project assistance.

B2.6 Regional Technical Assistance Team (RTAT) for MEC

1. Set-up a total of four (4) Regional, Provincial and Community Based Multi-Sectoral Committees that will monitor and coordinate forestry law enforcement and monitor forest products harvesting and processing activities;
2. Assists in identifying and promoting alternative livelihood programs in communities dependent upon illegal forest activities;
3. Assist Regional Office in its public awareness programs;
4. Develop operational plans and procedures, administrative orders, implementing guidelines, procedural directives and operations manual

for coordinated use of aircraft, boat and ground transport in operations support of MEC-SECAL;

5. Ensure that the use of the aerial surveillance and marine operations equipment is within the approved schedule;
6. Analyze the current LCMS procedures and workload and make recommendations for improvements in effectiveness and efficiency;
7. Develop a system for computing and reporting data derived from the LCMS and MFPC and install telecommunication links for transferring data and reports to and from the various management levels of the DENR;
8. Provide planning and technical assistance for the development of a comprehensive integrated radio and telephone system;
9. To facilitate the appointment of judges to try forestry law cases, the deputation of prosecutors and private lawyers to process cases through the courts and to strengthen investigatory procedures;
10. To organize and conduct legal workshops to update judges, prosecutors, police and military officers on forestry laws;
11. To assist DENR lawyers in the prosecutions of cases on forest laws violations; and
12. Reports to the Regional Executive Director during the implementation of activities.

II. PROVINCIAL LEVEL

A. PROVINCIAL PROGRAM COMMITTEE

A Regional Executive Director shall organize a Provincial Committee for RRMP and initiate the formation of a Provincial Multi-Sectoral Forest Protection Committee (MFPC) for the Monitoring and Enforcement Component (MEC) with the following functions:

A.1 Provincial Resource Management Program Committee (PRMPC)

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 for each WMU in the province;
3. Resolve program issues at the Provincial level;
4. Facilitate inter-agency coordination as well as funds flow to implement units;
5. Generate provincial resource management and watershed development policies in accordance with the overall policies and guidelines set by National and Regional Steering Committee;
6. Identify and recommend NGOs to be contracted for managing the project sites; and
7. Oversee the operations and performance of the WMU and other implementing units in the province.

A.2 Provincial Multi-Sectoral Forest Protection Committees

Functions same as the Regional MFPC.

B. PROVINCIAL PROGRAM MANAGEMENT OFFICE (PPMO)

Composition and Structure

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

1. Provincial Program Coordinator - PENR Officer
2. Contractual and Detailed Technical and Administrative Staff from the PENRO
3. Other Officers as may be specified/designated by the Regional Executive Director
4. Monitoring Officers

The Provincial Program Management Office shall be headed by the PENRO concerned. All PPMO staff shall be designated by the PENRO from among the regular staff of the PENRO/CENRO and such casual/contractual personnel it may hire subject to the availability of funds.

The PPMO shall supervise and monitor the implementation of the program within the province. It shall have the following functions;

B.1 On Regional Resource Management Project concerns

1. Coordinate the activities of participating Provincial Offices as well as private institutions/NGOs for the implementation of the Program;
2. Review, recommend and consolidate Work and Financial Plans for submission to the Regional Program Management Office;
3. Facilitate provision of technical and training support to all program staff;
4. Submit reports to the PRMPC, RPMO, National Program Management Office, and various oversight councils/committees;
5. Coordinate project activities with concerned local government units as well as private institutions/NGOs for the implementation of the Program;
6. Provide the financial management needs of all the RRM implementing units in the Province;
7. Certify performance of Development Non-Government Organization (DNGO) as basis for payment of the corresponding accomplishment delivered by the said DNGO;
8. Monitor and evaluate the implementation of activities of Regional Technical Assistance assigned at the PPMO and contracted NGOs for each site and review and consolidate reports for submission to the RRMPO and the National Program Management Office;
9. Monitor implementation of Contracts/MOAs in accordance with existing guidelines;
10. Provide technical assistance to the WMU/BDU and see to it that technology transfer mechanisms are provided to the DNGO, LGUs and target clientele;

11. Facilitate the issuance of Resource Access Instruments to the project beneficiaries; and
 12. Facilitate DEVCOM/IEC activities.
- B.2 On the Monitoring and Enforcement concerns/matters**
1. Supervise, monitor and evaluate the performance of the component for submission to the RPMO; and
 2. Coordinate with the RTATs/Consultants in the conduct of their functions;
- B.3 PROVINCIAL PROGRAM COORDINATOR (PENR Officer)**

Duties and Responsibilities

1. Appoint the provincial program personnel per DBM approved plantilla and ENR-SECAL program guidelines;
2. Designate PENRO and CENRO units/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;
5. Designate the concerned CENRO to monitor the implementation of the Program's activities in its areas of concern to include both technical and financial aspects; and
6. Report to the Provincial Program Committee/Regional Program Director on activities conducted relative to the implementation of the ENR-SECAL Program; and
7. Shall represent the DENR in the Multi-Sectoral Forest Protection Committees at the Provincial level and provide such information required by the committees.

III. DISTRICT/MUNICIPAL LEVEL

A. DISTRICT/MUNICIPAL PROGRAM COMMITTEE

Municipal Program Committees for RRMP and MEC shall likewise be organized and shall perform the following functions:

A.1 Municipal Resource Management Program Committee (MRMPC)

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

A.2 Municipal Multi-Sectoral Forest Protection Committee

Functions same as the Regional MFPC

B. MUNICIPAL PROGRAM MANAGEMENT OFFICE (MPMO)

The Municipal Resource Management Program Office shall be headed by the CENRO concerned as the Municipal Program Coordinator.

The MPMO shall supervise and monitor the implementation of the Program at the CENRO/Municipal level. It shall have the following functions:

B.1 On the Regional Resources Management Project concerns:

1. Supervise and monitor the NGO (WMU and BDU) activities.
2. Coordinate with the RTATs/Consultants in the conduct of their functions;

B.2 On the MEC concerns/matters:

1. Supervise, monitor and evaluate the performance of the component for submission to the RPMO; and
2. Coordinate with the RTATs/Consultants in the conduct of their functions;

B.3 MUNICIPAL PROGRAM COORDINATOR (PENR Officer)

Duties and Responsibilities

1. Supervise, monitor and support the operations of the Program in their respective area;
2. Execute the policies and guidelines promulgated by the Municipal, Provincial and Regional Program Committees as well as the ENR-SECAL Steering Committee;
3. Report to the Municipal Program Committee/ Provincial Program Coordinator all activities conducted relative to the implementation of the ENR-SECAL Program; and
4. Shall represent the DENR in the Multi-Sectoral Forest Protection Committee at the Community level and provide information as required by the committee.

C. WATERSHED MANAGEMENT UNIT (WMU)

The WMU would be contracted to an NGO who will implement all watershed level work program in accordance with the strategies and processes agreed/known by the PPMOs and other RRMP higher offices. The WMU shall perform the institutional strengthening activities at the municipal, barangay and community levels.

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 RTATs;

2. Supervise and support field level activities of the BDU and the 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 RTAT, conduct trainings, seminars and workshops toward institutionalizing CBRM at the different levels and institutionalize IEC related activities at the project levels;
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. It shall also assist the development management core team to accommodate these in their subsequent plans and programs;
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 to be issued to them;
10. Conduct technology and process documentation of significant project level activities and recommend appropriate policy action to improve the present CBRM system; and
11. Submit regular progress reports on implementation to the Municipal Resource Management Program Committee and Provincial Program Management Office.

IV. BARANGAY LEVEL

A. BARANGAY RESOURCE MANAGEMENT PROGRAM COMMITTEE (BRMPC)

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 sub-committee 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 see to it that all the development programs of the groups will lead to the achievement of the 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)

Composition and Structure

The BDU shall be composed of personnel of the contracted NGOs. It shall be in-charge of the overall implementation of activities at the barangay level and shall be situated at targeted barangays. The BDU will be responsible for organizing and mobilizing the community, to prepare them to undertake the strategies that will guide the beneficiaries to be aware, empowered and have full knowledge of CBRM. Through the support of the PRMO, CENRO, EMU 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 Action Plan (BDAP);
4. Assist the WMU and RTA in conducting trainings/workshops and IEC activities in the area;
5. Facilitate/capacitate the LGUs and NSAs field workers to deliver support services to the project's 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. Supervise/coordinate with the field staff of designated LGUs, NSAs and other NGOs in the implementation of the project in the expansion barangays and in the 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

Delegation of authority regarding financial and administrative matters shall be in accordance with General A.O. No. 1, Series of 1991 and DAO 38, Series of 1990, as may be applicable.

This order takes effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

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