

DENR Memorandum Circular

No. 28

August 06, 1993

SUBJECT : Creation of the Coastal Environment Program Coordinating Office (CEPCO), CEP Bureau Support and Regional Coordinating Offices and Defining their Functions.

Pursuant to DAO Nos. 19 and 49 Series of 1993, and in order to promote efficiency and strengthen and oversee the implementation of the Coastal Environment Program (CEP) there is hereby created in the Department of Environment and Natural Resources a Coastal Environment Program Coordinating Office in the Office of the Secretary under the supervision of the Office of the Undersecretary for Environment and Research.

Section 1. Office Head and Location - The Coastal Environment Program Coordinating Office (CEPCO) to be headed by a National Coordinator (NCC) designated by the Secretary and shall hold office at the Department of Environment and Natural Resources, Visayas Ave., Diliman, Quezon City. In support to the CEPCO, Bureau Support Offices shall be established in all the Department's Bureau and relevant attached agencies, likewise Regional CEP Coordinating Office/Staff shall be established in all regions, including ARMM with proper representation from concern or appropriate authorities.

Section 2. The CEPCO shall have the following functions:

- 2.1 To develop, formulate and recommend coastal environment policies, issuances, rules and regulations, guidelines and procedures necessary to support and sustain the CEP;
- 2.2 To formulate a national CEP program with indicative targets and accomplishments;
- 2.3 To facilitate the allocation of financial resources, equipment and technical support to all regions;
- 2.4 To coordinate and liaise with other units of the Department, including National Coordinators and other government agencies units regarding projects, activities related to CEP;

- 2.5 To act as clearing house for all regional project proposals, feasibility and policy studies pertaining to coastal environment matters and make recommendations prior to their endorsement by the Undersecretary for Environment and Research for approval by the Secretary;
- 2.6 To develop a monitoring and evaluation system relevant to the coastal environment and maintain such systems in coordination with other DENR units;
- 2.7 To facilitate the conduct of trainings for personnel associated with the CEP in coordination with the Human Resource Development Service;
- 2.8 To oversee the implementation of the Coastal Environment Program;
- 2.9 To compile and constitute a library of existing and updated coastal-related documents for access of the regional coordinating offices;
- 2.10 To facilitate the establishment of a national coastal geographic information system; and
- 2.11 To provide the Secretary through the Undersecretary for Environment and Research with monthly updates of the CEP.

Section 3. The CEP Bureau Support Offices shall have the following functions:

The CEP Bureau Support Offices which shall be established in the different Bureaus and relevant attached agencies shall be under the Office of the Director and Administrator, respectively. It shall have the following functions:

- 3.1 Assist the CEPCO in providing technical expertise in the assessment of project proposals for regional offices, specifically in their area of technical expertise;
- 3.2 Assist in the conduct of field survey and evaluation of CEP project sites when necessary;
- 3.3 Recommend to the CEPCO coastal environment policies, issuances, regulations, and guidelines where their expertise apply;
- 3.4 Assist in the development of a monitoring and evaluation system of CEP projects in coordination with the CEPCO staff;

- 3.5 Compile and constitute a library of existing and updated coastal-related documents for immediate access of regional CEP staff and to augment the collections of the CEPCO; and
- 3.6 Submit a monthly report to the Undersecretary for Environment and Research through their respective Directors or Administrators as the case maybe and the CEPCO. With copies to their supervising Undersecretaries.

Section 4. CEP Regional Coordinating Office/Staff and Functions and Responsibilities of the CEP Regional Coordinators.

CEP Regional Coordinating Office in all regions shall be created under the Office of the Regional Executive Director and shall be headed by a Regional CEP Coordinator to be designated by the Secretary.

The Regional CEP Coordinator shall have the following functions and responsibilities:

- 4.1 Regional CEP Coordinators (RCCs) shall be the extension of the National Coordinator in the regions and are assigned with parallel functions within their designated regions;
- 4.2 RCCs shall supervise the progress of all CEP-related projects and prepare action programs and implementation strategies with the Project Managers at their designated regions;
- 4.3 RCCs shall coordinate with government agencies, non-government organizations and other entities at the regional level on matters vital to the implementation of CEP Programs at their respective regions;
- 4.4 RCCs shall coordinate with the NCC and the Budget and Financial Management Staff of the Department assigned to the CEP to facilitate the transfer of funds to their respective regions;
- 4.5 RCCs shall manage the operation of the Regional CEP Coordinating Office;
- 4.6 RCCs shall submit the region's monthly report of accomplishments to the CEPCO through the RED.

Section 5. Functions of the CEP Regional Project Manager

For the effective implementation of CEP Projects a CEP Regional Project Manager shall be designated and shall have the following functions:

- 5.1 Assist the Regional CEP Coordinator in the implementation of all his CEP-related functions;
- 5.2 Provide assistance and expertise to People's Organizations in the areas of project implementation in terms of problems identification and prioritization, technology needs and accessing of possible sources of funds;
- 5.3 Consolidate and prepare the region's monthly reports for submission to the CEP RCC as accessed from the Provincial and Community CEP Coordinators (PCCs and CCCs) where project sites are located;
- 5.4 Assist the PCCs and CCCs in accessing information and trainings relevant to the implementation of CEP.

Section 6. Provincial CEP Coordinators shall:

- 6.1 Assists, supervise and monitor the implementation of CEP projects in his area of jurisdiction;
- 6.2 Coordinate with and entertain CEP-related issues and concerns of other government agencies, local private institutions, non-government agencies, people's organizations and other stakeholders who are involved in the area's coastal environment program;
- 6.3 Initiate regular discussions on CEP matters with the CCC and recommend measures to effectively and judiciously implement the CEP;
- 6.4 Consolidate and prepare monthly reports of accomplishments for submission to the Regional Project Manager.

Section 7. Community CEP Coordinators (CCCs) shall:

- 7.1 With their assigned staff, implement approved CEP projects on site;

- 7.2 Initiate the documentation of activities, strategies, personnel involvement, linkages, data gathered, IEC (e.g. political, health and cultural profiles) and community organizing status and results, lessons learned and other information relevant to the CEP;
- 7.3 Provide the PCC with monthly updates of CEP project implementation;
- 7.4 Communicate and work with other CCCs where jurisdictional overlaps are concerned;
- 7.5 Entertain and address the concerns of other government organizations (GOs), non-government organizations (NGOs), people's organizations (POs), local government units (LGUs) and other stakeholders on issues relevant to the implementation of the CEP at the community level;
- 7.6 Suggest and elevate the PCC, guidelines, policies and site specific strategies, that may evolve in the course of project implementation;
- 7.7 Promote the attributes of the CEP through regular and sustained information and education campaigns in support to community organizing activities for the CEP; and
- 7.8 Identify and recommend areas for declaration as marine reserves or sites for future CEP activities in their areas of jurisdiction.

Section 8. Personnel Complements. The Regional Coordinators and Bureau Directors shall upon approval of this Order, submit the list of officials as Provincial and Community CEP Coordinators (PCCs and CCCs) and members of the bureau support offices for designation of the Secretary, and therefore shall report their compliance within ten (10) days from receipt of this Memorandum Order.

Section 9. Effectivity. This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommended by:

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