

**DENR Administrative Order
No. 10
March 11, 1994**

SUBJECT : Amendment of Department Administrative Order (DAO) No. 133, Series of 1989 re: Prescribing a Standard DENR Statistical Reporting System and DAO No. 31, Series of 1993 re: Submission of Statistical Data and Information of all Foreign Assisted Projects to the Planning Service, Planning and Policy Office.

Pursuant to Executive Order 192, series of 1987 and to ensure well coordinated data collection and reporting activities in the central and regional operations, and in view of the creation of statistical units in some sectoral bureaus and the regional offices, Department Administrative Order No. 133, series of 1989 and DAO 31, series of 1993 are hereby amended as follows:

1.0 Reporting Forms

The prescribed forms for the statistical reports to be accomplished and submitted by the field offices, sectoral bureaus and attached agencies shall be coded as follows:

1.1 Field Offices to Sectoral Bureaus and/or Program/ Project Coordinating Offices

EMS - Environment Management Sector
ERDS - Ecosystems Research and Development Sector
FMS - Forest Management Sector
LMS - Lands Management Sector
MINSTAT - Mines and Geosciences Sector
PAWS - Protected Areas and Wildlife Sector

1.2 Sectoral Bureaus and/or Program/Project Coordinating Units to PPSO

EMB - Environment Management Bureau
ERDB - Ecosystems Research and Development Bureau
FMB - Forest Management Bureau
LMB - Lands Management Bureau
MGB - Mines and Geosciences Bureau
PAWB - Protected Areas and Wildlife Bureau
FAPS - Foreign-Assisted and Special Projects Office

1.3 Field Offices and Sectoral Bureaus and/or Program/ Project Coordinating Office to NAMRIA

The reporting form on the inventory of maps shall be coded as "MAP"

2.0 Reporting Flow and Roles of the Various Offices/Sectors

The general reporting flow/due dates and roles of the different offices and sectors shall be as indicated in Annexes 1 and 2, respectively and which shall form part of this Order. The details on the submission of the reports of specific sectors/coordinating units shall be as follows:

2.1 Environment Management Sector/Bureau

There shall be eight (8) field statistical forms — with one form having three (3) sub-forms— which shall be filled out and submitted by the concerned field offices at various levels (i.e., CENRO, PENRO, Regional Sectoral Services and Regional PMD) and eventually submitted to the EMB Central Office **quarterly**.

Likewise, the EMB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later

than the 25th day of the first month of the following quarter.

2.2 Ecosystems Research and Development Sector/Bureau

There shall be three (3) field statistical forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the ERDB Central Office **quarterly**.

Likewise, the ERDB shall submit consolidated quarterly statistical reports to the PPSO, not later than the 25th day of the first month of the following quarter.

2.3 Forest Management Sector/Bureau

There shall be thirteen (13) field statistical forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the FMB Central Office **quarterly** with monthly breakdown of data.

Likewise, the FMB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later than the 25th day of the first month of the following quarter.

2.4 Lands Management Sector/Bureau

There shall be three (3) field statistical forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the LMB Central Office **quarterly**.

Likewise, the LMB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later than the 25th day of the first month of the following quarter.

2.5 Mines and Geosciences Sector/Bureau

There shall be two (2) field statistical forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the MGB Central Office **quarterly**.

Likewise, the MGB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later than the 25th day of the first month of the following quarter.

2.6 Protected Areas and Wildlife Sector/Bureau

There shall be three (3) field statistical forms with one form having two (2) sub-forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the PAWB Central Office **quarterly**.

Likewise, the PAWB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later than the 25th day of the first month of the following quarter.

2.7 Foreign-Assisted and Special Project Office

The FASPO shall submit to the PPSO consolidated **quarterly** statistical reports (i.e., for both foreign-assisted and special projects), broken down by sector (i.e., Environment Management, Ecosystems Research and Development, Forest Management, Lands Management, Mines and Geosciences, Protected Areas and Wildlife) not later than the 25th day of the first month of the following quarter.

The PPSO shall feedback to the various sectoral bureaus the appropriate statistical data and information on foreign-assisted and special projects not later than the 15th day of the second month of the following quarter.

2.8 National Mapping and Resource Information Authority

The various field offices (i.e., including and through the regional PMD), foreign-assisted and special projects (i.e., through the FASPO), sectoral bureaus and attached agencies shall submit inventories of their available maps to the NAMRIA **quarterly**.

3.0 Method of Submission

Reports shall be submitted both in hard copies and diskette forms simultaneously. The concerned sectoral bureaus are hereby tasked to distribute the required standard reporting forms in diskettes to the regions to facilitate the submission of reports in diskette form.

The PPSO is also hereby tasked to distribute to the sectoral bureaus and FASPO the required reporting forms in diskette form.

4.0 Review of the Reporting System

The PPSO shall initiate an annual review of the reporting system to identify its strengths, weaknesses, (e.g., existing and potential problem areas, gaps, etc.) and formulate and recommend solutions to address the weaknesses, if any.

5.0 Repealing Clause

All Memoranda, Circulars and Orders inconsistent herewith are deemed revoked/repealed/amended.

6.0 Effectivity

This order shall take effect immediately and shall remain in force unless revoked or amended in writing.

ANGEL C. ALCALA
Secretary