

**DENR Administrative Order  
No. 01  
January 02, 1995**

**SUBJECT : Prescribing A New Functional Organization for the  
DENR**

Consistent with the Department's Organizational Development Program and pursuant to Executive Order No. 192, Series of 1987 and Presidential Memorandum Order No. 27, Series of 1992, mandating the improvement of operation and organization of national government agencies, a new DENR functional organization is hereby prescribed as follows:

**1. OFFICE OF THE SECRETARY (OSEC)**

The Office of the Secretary shall have the overall responsibility of providing the Department's direction and of implementing its mandates and objectives. It shall have direct control and supervision over the following staff and line offices:

- (a) Undersecretary for Environment and Natural Resource Programs and Operations (ENRPO);
- (b) Undersecretary for International Environmental Affairs and Attached Agencies (IEAAA);
- (c) Undersecretary for Policy, Planning and Administration (PPA);
- (d) Legal Services Office (LSO);
- (e) Public Affairs Office (PAO);
- (f) Special Concerns Office (SCO); and
- (g) Head Executive Assistant (HEA).

The Office of the Secretary shall also provide direction and technical supervision over the Pollution and Adjudication Board (PAB).

**2. OFFICE OF THE UNDERSECRETARIES**

**2.1 Undersecretary for Environment and Natural Resource Programs and Operations (ENRPO)**

The Office of the Undersecretary for Environment and Natural Resource Programs and Operations (ENRPO) shall have the overall responsibility of providing direction to field operations and of implementing the programs of the Department. It shall have direct supervision and control over the Regional Offices and all Offices under them; the Natural Resource Programs Office; the Environment and Research Programs Office; and all Bureaus.

## **2.2 Undersecretary for International Environmental Affairs and Attached Agencies (IEAAA)**

The Office of the Undersecretary for International Environmental Affairs and Attached Agencies (IEAAA) shall have the overall responsibility of coordinating all international environmental concerns including the implementation of international environmental treaties and participation in international bodies (i.e. UNCSD, EAGA, APEC, UNEP, ITTO, etc.) and conferences. It shall also provide advice to the Secretary in the implementation of the Department's mandate and objectives vis-a-vis international affairs. Likewise, it shall coordinate inter-agency bodies (i.e. PCSD, Palawan Council for Sustainable Development, etc.) and other committees which may be assigned by the Secretary.

The Office of the Undersecretary for International Environmental Affairs and Attached Agencies shall supervise for the Secretary all the DENR attached agencies, namely: Laguna Lake Development Authority (LLDA); Natural Resources Development Corporation (NRDC); and the National Mapping and Resource Information Authority (NAMRIA).

Moreover, said Office shall be assisted by an International Environmental Affairs Staff (IEAS) which shall be composed of detailed personnel from the ASEAN Liaison Staff and other DENR personnel who may be detailed by the Secretary.

## **2.3 Undersecretary for Policy, Planning and Administration (PPA)**

The Office of the Undersecretary for Policy, Planning and Administration (PPA) shall have the overall responsibility of providing direction in the implementation of all management services; planning and policy formulation; project preparation and coordination; and other management functions and services. It shall have direct supervision and control over the Management Services Office; and the Policy, Planning and Project Management Office.

### **3. STAFF OFFICES**

#### **3.1 Natural Resource Programs Office (NRPO)**

The Natural Resource Programs Office (NRPO) shall have the overall responsibility of providing technical advice and assistance on natural resources matters to the Office of the Undersecretary for Environment and Natural Resource Programs and Operations. It shall also have technical supervision over the Forest Management Bureau (FMB), the Lands Management Bureau (LMB) and the Mines and Geo-sciences Bureau (MGB).

#### **3.2 Environment and Research Programs Office (ERPO)**

The Environment and Research Programs Office (ERPO) shall have the overall responsibility of providing technical advice and assistance on environment and research matters to the Office of the Undersecretary for Environment and Natural Resource Programs and Operations. It shall also have technical supervising over the Protected Areas and Wildlife Bureau (PAWB); Ecosystems Research and Development Bureau (ERDB); and Environmental Management Bureau (EMB).

#### **3.3 Policy, Planning and Project Management Office (PPPMO)**

The Policy, Planning and Project Management Office (PPPMO) shall have the overall responsibility of coordinating, implementing and providing technical advice/assistance to the Undersecretary for Policy, Planning and Administration on all planning and policy formulation and project management functions and activities. It shall assume direct supervision and control over all the Service Offices and Divisions of the Planning and Policy Office (PPO) and Foreign-Assisted and Special Projects Office (FASPO).

#### **3.4 Management Services Office (MSO)**

The Management Services Office (MSO) shall retain its original functions and supervised Services/Divisions. Provided that its delegated authority is revised in consonance with the Office of the Undersecretary for Policy, Planning and Administration.

#### **3.5 Legal Service Office (LSO)**

The Legal Services Office (LSO) shall retain its original functions and supervised Service/Divisions.

In view of the limited (three) positions for Assistant Secretary, two of the above Offices shall be occupied or managed by designated Officer-In-Charge, either on detail or on concurrent capacity.

**4. OTHER OFFICES, BUREAUS, SERVICES AND DIVISIONS**

All other Offices, Bureaus, Services and Divisions, either within or attached to the DENR shall retain and continue to perform their respective functions and authorities prescribed under Administrative Order No. 1, Series of 1988 and/or other Orders, until revoked in writing. Provided that, delegated authorities to affected Offices, Bureaus, Services and Divisions within DENR shall be revised to conform with this new DENR functional structure.

**5. OTHER PROVISIONS**

**5.1** International Task Forces, Committees and other ad-hoc bodies, whose functions or responsibilities have been clearly integrated in the above-mentioned offices, are hereby dissolved. All concerned Undersecretaries are hereby mandated to immediately cause the integration of said internal Task Forces, Committees and similar ad-hoc bodies to the appropriate regular offices above-mentioned. Likewise, all designations of Senior or Supervising Officers are hereby revoked.

**5.2** The Secretary shall have the exclusive authority to appoint, designate, reassign, promote and remove/separate DENR personnel from Grade 24 (Division Chief) and above. All delegated authorities regarding this matter are hereby revoked.

**6. REPEALING CLAUSE**

All DENR Orders or Instructions inconsistent herewith, particularly Administrative Order No. 49, Series of 1993, are hereby repealed or amended accordingly. However, all consistent provisions of Administrative Order No. 1, Series of 1988 shall remain in force and effect.

**7. EFFECTIVITY**

This Order shall take effect immediately.

**ANGEL C. ALCALA**  
**Secretary**