

**DENR Administrative Order  
No. 16  
May 17, 1995**

**SUBJECT : Creating a Library Unit in the Public Affairs Office  
in Every Region.**

Pursuant to Executive Order No. 192 series of 1987, and in line with the intensified information, education and communication drive of the Department to promote sustainable development of natural resources and improvement of the quality of environment, a Library Unit is hereby created in the regional Public Affairs Office.

**Sec. 1. Functions.** - The Library Unit shall perform the following functions:

- a. Provide library services to students and researchers on natural resources, environment and allied subjects;
- b. Serve as distribution center for DENR information, education and communication materials intended for the public;
- c. Procure by purchase or through donations technical books, magazines, and other reference materials; and
- d. Adopt and implement such measures as are necessary for the protection and proper use of library acquisitions and properties.

**Sec. 2. Librarian.** - The Regional Executive Director shall designate an OIC Librarian from the ranks of permanent employees who is interested and has knowledge in library work, preferably one with formal training in Library Science, and in default thereof any employee with a degree in BS Journalism or Mass Communication, Bachelor of Science in Education (BSE), and other social sciences.

**Sec. 3. Official Space.** - The Regional Executive Director shall allocate an appropriate space for the Library Unit where the OIC Librarian shall hold Office. The RED shall likewise provide a reading table and bookshelves for the convenience of library users and clients.

**Sec. 4. Procurement of Library Materials.** The Chief, RPAO shall upon recommendation of the Librarian see to it that technical books, magazines and other reference materials are procured either by purchase or through donations. For this purpose, all technical officials in the Regional Office, PENROs and

CENROs are hereby enjoined to donate to the DENR regional library any reading materials on natural resources and the environment for the use of students and researchers.

**Sec. 5. Supervision.** The Library Unit shall be under the direct supervision of the Chief, RPAO who shall be directly responsible to the Regional Executive Director.

**Sec. 6. Funding.** The Regional Executive Director shall allocate whatever funds available from the regional IEC appropriation for the initial operational expenses of the Library Unit. Each Sector is hereby likewise authorized to contribute and/or share any funds available for the library.

Later, the Regional Executive Director shall include in the proposed annual regional appropriation such amount as may be necessary for the operation of the Library Unit in the succeeding years, to be included in the DENR annual budget for consideration by Congress.

This order shall take effect immediately.

**ANGEL C. ALCALA**  
Secretary

Recommended by:

**RAMON J.P. PAJE**  
OIC, Undersecretary for Administration  
and International Environmental Affairs

**RED JOSE R. GAPAS**  
OIC Directors  
Public Affairs Office