

DENR Administrative Order
No. 97-01
February 10, 1997

**SUBJECT : Reorganizing the Buildings
& Grounds Maintenance Section,
General Services Division**

In the interest of the service and in line with the governments' thrust of promoting efficiency, effectiveness and economy in the delivery of services, the Building and Grounds Maintenance Section (BGMS) is hereby reorganized into two Sections as follows:

- (a) Main Building Safety/Maintenance and Motorpool Section (MBSMMS);
- (b) Annex Building Safety/Maintenance and Grounds Section (ABSMGS)

Henceforth, both Sections shall be guided by the following to effectively and efficiently discharge respective function of each section:

1. **Staffing:**

Each Section shall be headed by a Section Chief, assisted by Area Supervisors and supported by Maintenance Team who shall be identified in a Special Order to be issued for the purpose.

2. **Area Jurisdiction:**

- 2.1 The MBSMMS shall be responsible for safety and maintenance of the main building and the motor pool compound; and
- 2.2 The ABSMGS shall be responsible for safety and maintenance of all Annex Buildings and the DENR perimeter compound.

3. **Functions :**

3.1 **Section Chiefs shall:**

- a. Direct overall supervision and administration of their respective section;
- b. Direct maintenance/repair done by administration and contracted work;
- c. Supervise construction and developmental projects within their area of supervision;
- d. Establish agency estimates, designs or plans for construction, fabrication and repair work;
- e. Study/recommend/establish physical improvements for office/building and grounds;
- f. Formulate/recommend internal administrative policies;
- g. Dispatch and monitor maintenance teams to reported area which need work;

- h. Ensure that needed supplies and materials are provided;
- i. Develop in-house repair/maintenance capabilities; and
- j. Submit weekly reports of accomplishments.

3.2 **Area Supervisors shall:**

- a. assist the Section Chief in supervising all work done by Administration and all works contracted to dealers/contractors;
- b. conduct daily office to office Inspection and report to the Section Chief needed repair work and request maintenance teams to be dispatched;
- c. conduct daily follow-up inspection of all reported work/repairs to monitor progress and ensure satisfactory completion of work;
- d. prepare daily progress reports of on-going work and work completed; and
- e. perform other duties that may be assigned from time to time.

3.3 **The Motorpool Unit head shall:**

- a. assist the Section Chief in supervising and administering the Unit;

- b. be responsible for the daily preparation of trip tickets issuance and dispatch of all Central Office vehicles;
- c. be responsible for preventive and remedial maintenance of all Central Office vehicles;
- d. be responsible for developing and maintaining in-house repairs of motor vehicles;
- e. be responsible for the preparation of documentary requirement needed for payment of fuel withdrawals/repairs from DENR Servicing Stations;
- f. be responsible for the preparation of daily, monthly annual reports of fuel consumption;
- g. be responsible for preparing Waste Materials report of vehicle parts; and
- h. perform other duties that may be assigned from time to time.

3.4 **Maintenance Teams shall:**

- a. be responsible for maintenance/repair works of all reported jobs;

4. **Coordination:**

Cases where the volume of work requires more maintenance crew to attend to rush works, the maintenance teams of both sections shall be called to do complementation of work.

5. **Reporting:**

Section Chiefs of both Sections shall be accountable to and shall regularly render their reports to the Chief, General Services Division.

This Order shall take effect immediately.

(Sgd.) VIRGILIO Q. MARCELO
Acting-Secretary

Recommending Approval:

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(Sgd.) RAMON M. EZPELETA
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