

**DENR Administrative Order
No. 97-20
July 18, 1997**

**SUBJECT : Annual General Inspection (AGI) of
Regional Key Officers**

Pursuant to Executive Order No. 192, Series of 1987 and in furtherance to Administrative Order No. 62, Series of 1990, the AGI of Regional Key Officers is hereby promulgated.

Section 1. Basic Policy

In consonance with Section 26 of Executive Order No. 192, Series of 1987, mandating the Department of Environment and Natural Resources to formulate and enforce a system of measuring and evaluating periodically and objectively, scope and procedure are hereby formulated for the guidance of all concerned.

Sec 2. Objectives.

- 2.1 To compare performance against targets, regulations and set standards
- 2.2 To determine strengths and weaknesses in program administration, organization and resource provision
- 2.3 To measure the ability of management in providing for and in sustaining the welfare of its personnel
- 2.4 To give due recognition to total quality leaders

Sec. 3. Scope.

The AGI shall include all Regional Key Officers, namely, the Regional Executive Director (RED), Regional Technical Director (RTD), Provincial Environment and Natural Resources Officers (PENROs) and Community Environment and Natural Resources Officers (CENROs), covering the

areas of Administrative and Finance; Morale Welfare and Discipline and Operations.

3.1 Administrative and Finance

This involves the appraisal of personnel administration, records management, logistics and support services, efficiency, effectiveness and economy in the use of resources.

3.2 Morale and Discipline

This pertains to an assessment of the organization/unit's ability to take care of the welfare of its personnel as indicated by personnel actuations/behavior; breach of discipline, if any, smartness of appearance; and recognition of the management and leadership of the organization/unit.

3.3 Operation

This refers to the attainment of physical targets. Were Key Result Areas, commitments and other instructions implemented in accordance with agreed timetable, targets and standards?

Sec. 4. Guideposts.

4.1 Stages of Implementation

The AGI shall have two (2) stages of implementation. The first stage covers the Provincial Environment and Natural Resource Officer (PENRO), Community Environment and Natural Resources Officer (CENRO) evaluation. The second stage covers the Regional Executive Director (RED)/Regional Technical

Director (RTD)/Regional Director of Mines and Geosciences (RDM) evaluation.

4.1.1. PENRO/CENRO EVALUATION

The evaluation of PENROs and CENROs shall be conducted by a team coming from another Region (regional cross-evaluation) with the regional counterpart. Such evaluation team shall be composed of Regional Technical Directors (RTDs) and technical officials, the Chiefs of the Planning and Management Division (PMD), Finance Division, Administrative Division and other services as may be authorized. The PENRO/CENRO Evaluation shall be conducted first before the evaluation of Regional Technical Directors and Regional Executive Directors.

4.1.2 RED/RTD RDM EVALUATION

This refers to the evaluation of Regional Executive Directors (REDs), Regional Technical Directors (RTDs) and Regional Director for Mines and Geosciences (RDM) to be conducted by Central Office team. The team shall be headed by a Director (RED, RTD, Service Director or Program Director assigned at the Central Office) as the Team Leader with representatives from the Bureaus, the Administrative, Finance, Planning and Policy Studies and other services as members.

4.2 Conduct of Survey

A survey questionnaire shall be administered to determine the perception of field offices personnel on the Morale, Welfare and

Discipline. All permanent, temporary and casual personnel of DENR field offices are qualified respondents to the survey.

4.2.1. Respondents

Survey questionnaires shall be distributed to all staff concerned (at least 65% of total population following a stratified sampling method. The direct respondents are as follows:

4.2.1.1 CENROs

At least 65% of total population of
CENR Office
PENRO
RED

4.2.1.2 PENROs

All CENR Officers
PENR Office Personnel (65%)
RED

4.2.1.3 RTDs

Respective Regional Technical Division
Chiefs
Regional Technical Service Personnel (65%)
RED

4.2.1.4 RDM

MGS Technical Division Chiefs
MGS Technical personnel (65%)
MGS Support Services Personnel (65%)
Dir. MGSB

4.2.1.5 RED

All RTDs except RDM
All PENROs
All Support Services Division Chiefs
All RED's Office Staff (65%)
Support Services Staff (65%)

4.3 Validation

A questionnaire cum validation form shall be used to verify Administrative and Finance concerns. Following the guidelines prescribed for each item, the form shall be accomplished by the Administrative and Finance representatives.

4.4 Operations (Physical Accomplishments)

Based on the guidelines formulated for each sector, questionnaire/validation forms shall be accomplished by the sectoral representatives. Prescribed documents and other verification/validation items cited in the guidelines should be made available to the validators. Field inspection should be undertaken. The respondents can be the Regional Technical Directors (RTDs) and/or Technical Staff concerned.

Sec. 5. Point Scores.

5.1 Morale, Welfare and Discipline

The total point score of each key officer shall be obtained by summing up all the points posted from the survey results in the manner as follows:

For CENROs:

Same as 4.2.1.1

For PENROs:

Same as 4.2.1.2 plus CENRO personnel

For RTDs except RTDs for Ecosystems Research and Development

Same as 4.2.1.3 plus concerned CENRO and PENRO personnel

RTD for Research

Same as 4.2.1.3

For RDM

Same as 4.2.1.4

For REDs

Same as 4.2.1.5 plus All Regional Technical Division Chiefs (except MGS); All Regional Technical Services Personnel except MGS; All PENROs Personnel All CENR Officers; and All CENROs Personnel

5.2 Administrative and Finance

The point scores for Administrative and Finance shall be summed up following the hierarchical distribution of Morale, Welfare and Discipline. (Section 5.1).

5.3 Operations (Physical Accomplishments)

Points garnered by the Regional Officers their respective KRAs/Commitments shall be summed up.

5.3.1 For CENROs

CENRO accomplishment vis a vis CENRO targets

5.3.2 For PENROs

PENRO accomplishment vis a vis PENRO targets

5.3.3 For RTDs and RD

RTD accomplishment vis a vis sectoral targets.
RDM accomplishment vis a vis RDM targets.

5.3.4 For REDs

Regional accomplishment vis a vis regional targets.

5.4 Computation of Ratings

$$\text{Totally Quality Leadership} = \frac{\% \text{ Adm. \& Fin.} + \% \text{ MWD} + \% \text{ Physical Acc.}}{3}$$

% Rating

Adjectival Rating

91-100

Outstanding

81-90

Very Satisfactory

71-80

Satisfactory

70 below

Unsatisfactory

Sec. 6. Awarding of Outstanding Performers.

To qualify for an award, one must have an OUTSTANDING RATING in each of the three (3) areas of performance.

The awards to be given are as follows:

- Eagle Award -The highest and most prestigious award that can be conferred to the most outstanding performers in the regional office. This is to be given to field implementors (RED, RDM, PENRO and CENRO) who qualified as Eagle Candidate and has the highest rating in his category
- Achievement Award - Highest award for the Most Outstanding Regional Technical Directors (RTD candidate with the highest Average rating in his sector)

Regional Officers who do not qualify for an award but were able to contribute extraordinary accomplishments which brought about significant improvements in the organization shall be given CITATIONS.

Sec. 7. Funding.

Sufficient amount shall be allotted for the implementation of this program by the Central Office and each concerned region.

Sec 8. Secretariat.

The Project Development and Evaluation Division (PDED) of the Planning and Policy Studies Office (PPSO) shall act as the Secretariat for the AGI and shall be responsible for the preparation of AGI procedural and validation guidelines in coordination with the Office of the Undersecretary for Field Operations, Administration and Finance Services

and sectoral Bureaus; documentation of AGI results; preparation of special orders and other related documents and call meetings pertinent to AGI. The PDED shall be also the repository of all AGI documents.

Sec. 9. Validation Guidelines and Survey Instruments.

The validation guidelines and survey instruments shall be modified/updated as may be necessary. The modified/updated guidelines and survey instruments shall be approved by the Undersecretary for Field Operations.

Sec. 10. Effectivity.

This Order shall take effect immediately.

(Sgd.) VICTOR O. RAMOS
Secretary