

**DENR Administrative Order
No. 97-21
July 18, 1997**

SUBJECT : Institutionalizing the Community Environment and Natural Resources (CENR) Management Course or The CENR Academy in the Department of Environment and Natural Resources

Pursuant to Section 7 (b) of Executive Order No. 192 and in consonance with the Department's policy to develop further the managerial capabilities and skills of its human resources, the Community Environment and Natural Resources (CENR) Management Course or the CENR Academy is hereby institutionalized and the basic policy, objectives, scope and management are hereby promulgated for the guidance of all concerned:

3. BASIC POLICY

It shall now be the basic policy of the Department to

- .1. Professionalize the selection process of the frontline managers in the field offices all over the country as a basic requirement for promotion/designation to a CENR Officer position; and
- 1.2 Upgrade their skills and competence in order to contend with the anticipated changes in the directional focus.

2. **OBJECTIVES**

- 2.1 To provide participants with a clear understanding of the Department's mission and vision in meeting the needs and aspirations of the people for a better quality of life;
- 2.2 To promote cross-sectoral awareness in attaining the mandates for the sustainable management of natural resources and protection of the environment;
- 2.3 To enhance the capabilities of the potential CENROs in the technical, managerial and administrative aspects of their tasks; and
- 2.4 To have a distinct statement of management philosophy.

3. **QUALIFICATION AND SELECTION OF THE PARTICIPANTS**

3.1 **QUALIFICATION FOR ADMISSION**

Participants must possess the following qualifications:

- 3.1.1 Preferably forty (40) years of age or below;
- 3.1.2 Hold a permanent position with at least salary grade 18;
- 3.1.3 Must have a masters degree in any field of specialization or must have acquired at least thirty (30) units leading to a master's degree;
- 3.1.4 Must be physically fit to undergo training as certified to by a government physician;
- 3.1.5 Must be recommended by his/her Regional Executive Director or Head of Office, as the case may be; and

3.2 SELECTION PROCESS

- 3.2.1 The Regional Offices, Bureaus and Attached Agencies shall nominate candidates through a selection process upon receipt of invitation/announcement;
- 3.2.2 The Human Resource Development Service (HRDS) shall compile/consolidate all nominations;
- 3.2.3 The HRDS shall prepare the short list;
- 3.2.4 The short list shall be submitted to the Undersecretary for Field Operations thru the Assistant Secretary for Management Services for final selection; and
- 3.2.5 The Special Order shall be prepared based on the final selection.

4. THE COURSE

4.1 COURSE CONTENTS

The Course shall be divided into Modules consisting of several sessions. These modules are as follows:

- Module 1 : DENR Vision and Mission, Organization Structure, Functions of CENR Office.
- Module 2 : Sustainable Forest Management Policies and Programs
- Module 3 : Biodiversity Conservation and Protected Areas Management for Sustainable Development
- Module 4 : Land-Use Planning and Land Management
- Module 5 : Mineral Resource Development Program
- Module 6 : Environmental Management and Protection
- Module 7 : Ecosystem Research and Development Agenda

- Module 8 : Sustainable Development of Coastal and Marine Ecosystem
- Module 9 : Alternative Dispute Resolution and Legal Procedures
- Module 10 : Gender and Development
- Module 11 : Management Topics: Leadership, Personal Development Skills, Management Ethics, Project Development and Management.

4.2 METHODOLOGY

A variation of training methodologies shall be utilized to maximize learning and participation, such as:

- 4.2.1 Lecture, Discussion
- 4.2.2 Case Presentation, Role Play, Open Forum
- 4.2.3 Structured Learning Exercises
- 4.2.4 Field Visits

4.3 RESOURCE PERSONS

The resource persons to deliver topics contained in each Module shall be selected from officials and a pool of experts from the different Bureaus and Offices of the Department which are classified as follows:

- 4.3.1 Policy level — Undersecretaries, Assistant Secretaries and Directors
- 4.3.2 Technical/Operations — Sectoral Experts in the different fields
- 4.3.3 Management and Personal Development Skills — Human Resources Management Officers and other experts on administrative management

4.4 RANKING SYSTEM

To assess the knowledge level and leadership potential of the participants they shall be ranked according to these four (4) criteria:

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| 4.4.1 | Examination | 50% |
| (A) | Written (35%)
Weekly Module
Assessment (quizzes) | |
| (B) | Oral (15%) | |

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| 4.4.2 | Participation in class activities | 15% |
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Quality and relevant sharing during open forum and group discussion and active participation in physical fitness exercises.

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| 4.4.3 | Course requirement outputs | 15% |
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Individual papers which include daily reflection/learning journal and group papers which include field trip reports, case analysis solutions, etc.

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| 4.4.4 | Leadership and discipline | 20% |
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Ability to influence others, ability to communicate well, to respect the rights of other, adherence to the norms and rules of the training, performance/doing.

TOTAL	100%
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5. DURATION AND VENUE

This CENR Management Course is a 30-day live-in/residential program which shall be conducted at the DENR — National Training

Center in Carranglan, Nueva Ecija and at the HRD Management Facility, DENR Central Office in Quezon City.

6. ADMINISTRATION AND MANAGEMENT

The Management Development Division, HRDS shall be responsible for the administration and management of the CENR Management Program.

7. REPEALING CLAUSE

This Order shall institutionalize the CENR ACADEMY in the Department and shall modify all other issuances inconsistent herewith.

Thenceforth, as a matter of policy and pursuant to this Order, no personnel shall be appointed and/or designated to a CENR Officer position unless he/she successfully undergoes training in the CENR Academy.

8. EFFECTIVITY

This Order shall take effect immediately.

(Sgd.) VICTOR O. RAMOS
Secretary