

**DENR Administrative Order
No. 97-22
July 18, 1997**

**SUBJECT : Prescribing the Operational Structure
of the Community Environment and
Natural Offices**

In the interest of the service and in order to strengthen the front-line office of the Department, the Community Environment and Natural Resources Offices, (CENRO) are operationally structured as follows:

Section 1. Establishment of Support Units

To assist the Community Environment and Natural Resources Officer (CENRO) in implementing the mandate prescribed by Section 4.2.5.1.1.3 of DENR Administrative Order No. 1 (1998), the following units are hereby created:

1. Operations Staff

The Operations Staff shall be responsible for the efficient flow of communication and facilitate actions on priority concerns of the Office, for ensuring proper procedure and documentation of all activities that may serve as the basis of filing administrative or criminal cases, and for gathering, compiling and analyzing intelligence reports.

2. Community Relations Staff

The Community Relations Staff shall assist the CENRO in facilitating access of the public, by establishing liaison work with the local government units and other government agencies, and in the conduct of the information, education, communication campaign.

3. Administrative Support Section

This Section shall be responsible for the human resources development, financial and personnel concerns of the Office, as well as for providing the necessary other support services. This section shall also be responsible for keeping the integrity of all the official records.

4. Land Management Section

Under this Section are the Survey and Mapping, Land Administration, and Investigation Desks which shall provide assistance to the CENRO in matters involving Land Management.

5. Environment Protection Section

This section, in assisting the CENRO in matters relating to protection of the environment, shall have the Pollution Prevention, Environment Clearance, and Compliance Monitoring Desks under it.

6. Forest & Protected Area Management Section

Under this section are the Forest Development, Forest Protection, Licenses and Permits, and Protected Area and Wildlife Desks which shall provide assistance to the CENRO in matters related to Forest Management. Provided that in areas where the implementation of National Integrated Protected Areas System (NIPAS) is a substantial activity, the Regional Executive Director (RED) may authorize establishment of a separate Protected Area Management Section.

Section 2. Operational Structure

The Organizational Structure of the Office, containing the aforementioned units, is illustrated in Appendix 1.

Section 3. Deployment of Personnel

With efficient and effective delivery of services as the primary concern, and taking into account the existing Civil Service laws, rules and regulations, the CENRO may deploy personnel to each unit and may assign more than one concern to any of his personnel.

Section 4. Effectivity

This order shall take effect immediately.

(Sgd.) VICTOR O. RAMOS
Secretary