

**DENR Administrative Order
No. 99-19
June 10, 1999**

**SUBJECT : Administrative Arrangements for
the DENR National Capital
Region.**

In pursuance with the pertinent provisions of DENR Administrative Order No. 99-14 dated May 05, 1999 and for a more efficient and effective delivery of services, the following redefinition of functions and administrative arrangements for the DENR National Capital Region (NCR) are hereby promulgated.

Section 1. Administrative Arrangements

- 1.1 The DENR's operations, programs and projects in the Region shall be implemented by the Regional Executive Director (RED) to be supervised by the Undersecretary for Policy and Technical Services who shall be assisted by the Sectoral Bureaus.
- 1.2 In lieu of the Three (3) CENROs in NCR, the RED shall create multi-sectoral teams to implement the programs of NCR.
- 1.3 The function of Protected Areas and Wildlife Division shall be transferred to the Protected Areas and Wildlife Bureau.
- 1.4 The RED is also authorized to realign/relocate the CENROs/ Divisions and NCR personnel to other Regions/Bureaus.

Sec. 2 Redefinition of Functions

The Regional Technical Directors (RTDs) shall be designated as Assistant Regional Executive Directors (AREDs) and shall provide operational, technical, administrative, legal and other assistance/support to the RED in managing/supervising the DENR National Capital Region. The Divisions/Units/Programs under the respective AREDS are as follows:

2.1 Assistant Regional Executive Director for Operations

The Assistant Regional Executive Director (ARED) for Operations shall assist the RED in supervising the frontline offices. Specifically the ARED for Operations shall supervise the following divisions/units/programs:

- a) Urban Forestry and Law Enforcement Division (UFLED);
- b) Environmental Quality Division (EQD);
- c) Land Surveys Division (LSD);
- d) Cadastral Survey Program (CSP); and
- e) Coastal Environment Program (CEP) and other Urban Community-based Programs

2.2 Assistant Regional Executive Director for Technical Services

The Assistant Regional Executive Director (ARED) for Technical Services shall provide technical support services to the RED. Specifically, the ARED for Technical Services shall supervise the following divisions/units;

- a) Land Management Division (LMD); including a Field Investigation and Contract Compliance Monitoring Section;
- b) Urban Ecosystems Research Division (UERD) in lieu of the Ecosystems Research and Development Division;
- c) Management Information System and Extension Division (MISED) in lieu of the Technology Transfer Division (TTD);
- d) Planning and Management Division (PMD) including a Project Packaging and Special Projects Section (PPSPS); and
- e) The Interim Environmental Impact Assessment Division (EIAD)

2.3 Assistant Regional Executive Director for Administrative Services

The Assistant Regional Executive Director (ARED) for Administrative Services shall assist the RED concerning financial, personnel, human resource development and other administrative matters. The ARED shall supervise the following divisions/units:

- a) Administrative Division (AD) including a Human Resources Development Section;
- b) Finance Division (FD);
- c) Interim Internal Audit Division; and
- d) Special Concerns Unit

2.4 Assistant Regional Executive Director (ARED) for Legal Services and Public Affairs

The Assistant Regional Executive Director (ARED) for Legal Services and Public Affairs shall assist the RED concerning legal matters and public affairs including advocacy campaigns and coordination with Local Government Units (LGUs). The ARED for Legal Services and Public Affairs shall directly supervise the following divisions/units:

- a) Legal Division (LD)
- b) Regional Public Affairs Office (RPAO); and
- c) Local Government and Congressional Liaison Unit

Sec. 3 Manual of Approval

For consistency, and in order to clearly define the delegation of authorities, the DENR-NCR will adopt the amended DENR Manual of Approvals which shall be approved by the Secretary.

Sec. 4 Budget Realignment

The DENR Administrative Office in coordination with the NCR Planning and Management Division and Finance Division are hereby instructed to realign the NCR CY 2000 budget proposal to reflect all the administrative changes promulgated in this Order.

Sec. 5 Transitional Administrative Arrangements

5.1 The RED shall enter into Memorandum of Understanding (MOU) with Bureaus and/or Region IV concerning movement of CENR Offices and other NCR personnel, transfer of funds, records, materials, functions and other matters pertinent to the implementation of this Order, before December 31, 1999.

Sec. 6 Repealing Clause

All Department Orders, Circulars or Instructions inconsistent herewith are hereby repealed or amended accordingly.

Sec. 7 Effectivity

This Order shall take effect immediately and shall be fully implemented not later than 01 July 1999.

(Sgd.) ANTONIO H. CERILLES
Secretary