

**DENR Administrative Order  
No. 99-28  
July 21, 1999**

**SUBJECT : Amendment to Certain Provision of DENR Administrative Order No. 12 Series of 1993 entitled “Revised Guidelines Regulating the Implementation and Management of DENR-CARP Activities”.**

In support to the smooth implementation and operation of DENR-CARP activities and consistent with the various issuance of the Department which provide for the redefinition of functions and assignments of DENR officials and its administrative units in the central, regional and field offices, as well changes in the Department’s commitment under CARP, the following regulations are hereby promulgated as follows:

**I. General Policies**

**C. DENR Involvement in CARP**

4. Allocation of Non-Alienable lands suitable for agroforestry through the implementation of Community-Based Management Program (CBFMP). This includes:
  - a. Perimeter Survey – delineation of the boundaries of the entire CBFM projects as basis in the issuance of Community-Based Forest Management Agreement (CBFMA) to qualified communities in the uplands.
  - b. CBFMA Processing and Issuance – the allocation of non-alienable and disposable lands suitable for

forestry/agroforestry by issuing CBFMA for qualified communities/People's Organization (PO).

5. Provision of Technical Assistance

- a. This activity includes training of Local Government Units to enhance their technical expertise in support to the implementation of CBFM Program.

6. Operational Support

- c. Staff development – training of field personnel shall also include upgrading of technical capabilities of those involved in Program Beneficiary Development.

**II. DENR-CARP Organizational Structures**

**A. The Executive Committee**

1. Composition

The Executive Committee shall be composed of the following:

Secretary of the DENR	- Chairman
ASEC for Lands and Legislative Affairs	-Vice-Chairman
ASEC for Administrative Services	- Member
ASEC for Planning and Policy Studies	- Member
Director, Special Concerns Office	- Member
Director, Lands Management Bureau	- Member
Director, Forest Management Bureau	- Member
Director, Ecosystems Research and Development Bureau	-Member

## 2. Function

The Executive Committee, particularly the Chairman and Vice-Chairman shall continue its tasks and functions as stipulated in Sections II and III of DAO No. 12 Series of 1993.

### **C. The National Action Officer**

1. The Director of DENR-Special Concerns Office (SCO) is designated as the National Action Officer, Head of the DENR-CARP National Secretariat and Chairman of the Technical Working Group (TWG) in concurrent capacity.

## 2. Function

The Director of DENR-SCO shall assume the tasks and responsibilities inherent to the functions of the National Action officer, Head DENR-CARP National Secretariat and TWG Chairman as stipulated in Sections II and III of DAO No. 12 Series of 1993.

### **D. Sectoral Coordinators**

1. There will be seven (7) sectoral coordinators at the national level. The composition of which are as follows:

- a. Coordinator for Lands – Director, LMB
- b. Coordinator for CBFMP – Director, FMB
- c. Coordinator for Research and Development – Director, ERDB
- d. Coordinator for Public Information, education and Communication – Director, PAO
- e. Coordinator for HRMS – Director, HRMS

- f. Coordinator for Special Concerns – Director, SCO
- g. Coordinator for Finance – Director, Finance Services

## **F. The National Secretariat**

1. To assist the National Executive officer and the National Action Officer, the National Secretariat shall be maintained and shall have two (2) functional units namely: Administrative & Finance and Planning & Technical Units. The Head of each units shall be designated by the National Action Officer and approved by the Chairman of the National Executive Committee.
2. Duties and Responsibilities  
The ARED for Operations shall assume the tasks and responsibilities inherent to the functions of the Regional Action Officer, Head of Regional Secretariat and Chairman of the Regional Technical Committee as stipulated in Sections II and III of DAO No. 12 Series of 1993.

## **H. The Regional Action Officer**

1. The Assistant Regional Executive Director (ARED) for Operations shall be designated as the Regional Action Officer, Head of Regional Secretariat and Chairman of the Regional Technical Committee in concurrent capacity.
2. Responsibilities  
The ARED for Operations shall assume the tasks and responsibilities inherent to the functions of the Regional Action Officer, Head of Regional Secretariat and Chairman of the Regional Technical Committee as stipulated in Sections II and III of DAO No. 12 Series of 1993.

## **I. The Regional CARP Coordinators**

1. The Regional Sectoral Coordinators shall be renamed as Regional CARP Coordinators and shall be composed of the following in their respective areas of concern, to wit:
  - 1.1 ARED for Operations – all land surveys involving CARPable lands and implementation of Community-Based Forest Management Program in their Region
  - 1.2 ARED for Technical Services – all matters pertaining to land disposition and management of CARPable lands
  - 1.3 ARED for Legal Services and Public Affairs – all matters relative to the implementation of Information, Education and Communication for DENR-CARP and provision of legal services to the Program at the Regional level.
2. Functions
  - 2.1 Shall exercise supervision of CARP implementation in their respective areas of concern;
  - 2.2 Shall prepare and consolidate budget proposals, operational plans relative to their areas of concern;
  - 2.3 Shall administer CARP Funds released to respective units/offices/division under their jurisdiction, and
  - 2.4 Shall assist the Regional Action Officer in the overall supervision of CARP implementation in the Region

## **J. The Regional Technical Committee**

1. Shall compose of the Regional CARP Coordinators with the ARED for Operations as Head.
2. Functions

- 2.1 Shall recommend policies, guidelines, rules and regulations relative to CARP implementation in the Region;
- 2.2 Reviews Regional budgetary proposals and operational plans

## **K. The Regional Secretariat**

### **1. Composition**

In order to ensure the effective and efficient delivery of required activities and outputs of the Region under CARP, the ARED for Operations shall designate his Deputy Head to assist him in undertaking his functions as Regional Action Officer and concurrent Head of the Regional Secretariat. The Regional Secretariat shall be backstaffed by CARP personnel which shall be drawn out from the approved personnel allocation under the Agrarian Reform Fund.

### **2. Functions**

The Regional Secretariat shall perform functions as stipulated in Section II-K.2 of DAO 12, Series of 1993

## **IV. Planning, Budgeting and Monitoring Procedures**

### **B. Monitoring Procedures**

#### **1. Performance Monitoring**

- c. The Regional CARP Coordinators shall monitor all CARP related activities under their areas of concern as enumerated in Section II-1.1 of this Order. They shall submit corresponding reports to the Regional Executive officer on physical accomplishment and fund utilization under the Agrarian Reform Fund (ARF). Monitoring of activities shall be done by project.
- d. The Regional Action officer shall monitor all CARP related activities in the Region. The Regional Secretariat through the Deputy Head shall assist the

Regional Action Officer by ensuring that the Regional Planning and Management Division (RPMD) submits monthly physical accomplishment reports not later than the 10<sup>th</sup> day of the succeeding month to the Planning Service using prescribed reporting forms. The RPMD shall also submit quarterly financial reports to the planning service.

## **2. Project Monitoring**

- d. The Regional CARP Coordinators shall be responsible for monitoring of all CARP related projects consistent with the specified areas of concern as enumerated in Section II-1.1 of this Order. The Regional CARP Coordinators shall submit on specified forms all data required to the Lands Management Bureau (LMB) for Lands Sector Project and to Community-Based Forest Management Office (CBFMO) of the Forest Management Bureau (FMB) for projects related to the Community-Based Forest Management Program. They are likewise required to establish their own data base on all projects in their respective areas of concern. Data shall be derived from the monthly status report to be submitted by the Regional CARP Coordinators. As the need arises, other concerned Sectors at the national level such as the Ecosystems Research and Development Bureau (ERDB), the National Mapping and Resource Information Authority (NAMRIA), the Human Resources Management Service shall maintain their own data based systems. The Regional CARP Secretariat shall submit a consolidated report to the National Secretariat based on the data submitted by the PENROs.
- e. The National level project monitoring shall be the responsibility of the following: LMB for Lands

Sector Project, CBFMO-FMB for CBFM projects and Public Affairs Office (PAO) for CARP-IEC projects. These sectors shall establish their respective data base system from the data derived from the Regional CARP Coordinators. These data shall be placed in specified forms and integrated by the various sectors and submitted to the National Secretariat.

## **V. Financial Management**

### **C. Regional**

3. The AREDs concerned shall exercise control over funds intended for their respective CARP projects as well as monitoring of ARF utilization.

## **VI. Additional Provisions**

The reorganization made under this Order is further explained by the attached Annexes depicting the newly created structures for DENR-CARP at the national and field levels.

## **VII. Repealing Clause**

All other provisions of DENR Administrative Order No. 12 Series of 1993 shall remain the same.

## **VIII. Effectivity**

This Order takes effect immediately and all other issuances, memoranda, rules and regulations inconsistent herewith are hereby repealed/amended.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary

Note: Annexes omitted