



Republic of the Philippines
Department of Environment and Natural Resources
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DENR ADMINISTRATIVE ORDER

NO. 2002- 26

NOV 19 2002

SUBJECT : Defining the Flow of Documents and Instructions Within the Line Offices

Consistent with the doctrine of line functions/authorities and to promote organizational efficiency, all DENR officials and employees, particularly the REDs/RDs, are hereby instructed to strictly observe the following guidelines:

1. For purposes of unity of command, only the Secretary and the Undersecretary for ENR Operations can issue orders/instructions to the regional and field offices. Heads of staff offices can likewise issue memoranda to the regional offices only for information and coordination purposes;
2. All submissions of documents by the regional and field offices to the central and staff offices shall be coursed through the Office of the Undersecretary for ENR Operations;
3. All other orders/instructions received by the regional and field offices not coming from the Secretary and/or the Undersecretary for ENR Operations shall be validated by the RED/RD concerned with the Undersecretary for ENR Operations prior to compliance; and
4. In the case of MGB and EMB, the concerned Bureau Directors can issue orders/instructions to their respective RDs within the limit of their authorities.

Any violation of the foregoing guidelines shall be considered insubordination and shall be dealt with accordingly.

Any future issuance inconsistent with those instructions shall be considered irregular/void.

This Order shall take effect immediately.


HEHERSON T. ALVAREZ
Secretary