



SEP 04 2003

**DENR ADMINISTRATIVE ORDER**  
NO. 2003 - 43

**SUBJECT : STRENGTHENING THE PHILIPPINE OZONE DESK (POD)  
AND ESTABLISHING THE PROJECT MANAGEMENT  
UNIT (PMU) OF THE PHILIPPINE NATIONAL CFC PHASE-  
OUT PLAN (NCPP) UNDER THE ENVIRONMENTAL  
MANAGEMENT BUREAU (EMB)**

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In the interest of the service and to facilitate the Philippine Government's compliance to the Montreal Protocol on Substances that Deplete the Ozone Layer, an international agreement duly ratified by the Philippine Senate which binds signatories thereto to discontinue the production and consumption of ozone-depleting substances (ODS) and set specific targets for their phase-out, the government through the DENR requested funding assistance from the Protocol's Multilateral Fund (MLF) for the implementation of Philippine National Chlorofluorocarbon (CFC) Phase-out Plan (NCPP)

Pursuant to the relevant provisions of the NCPP, the Agreement signed with the MLF Executive Committee, and with the Amended Grant Agreement with the World Bank, a Project Management Unit (PMU) for the NCPP shall be created.

**Section I. THE PHILIPPINE OZONE DESK (POD)**

The DENR is the national authority in charge in the implementation of the Montreal Protocol. Pursuant to S.O. # 92-685, the Montreal Protocol Secretariat was created to provide overall coordination to fulfill the country's obligations to the Protocol under the Environmental Management Bureau. The Secretariat was later renamed as Philippine Ozone Desk pursuant to the Memorandum of the Undersecretary for Environment and Programs Development to the Director of EMB dated January 5, 1999. The Philippine Ozone Desk acting as the National Ozone Unit is mandated to undertake the following:

1. Ensure compliance of timetable set to phase-out ODS in the country;
2. Strengthen procedures for restricting ODS imports;
3. Coordinate with relevant government agencies;
4. Coordinate/supervise the preparation, implementation, and monitoring of ODS phase-out projects, which include the NCPP, among others;
5. Evaluate effectiveness of ODS phase-out activities; and
6. Collect national data on ODS consumption.

A Program Manager shall be designated as head of the Philippine Ozone Desk, who shall also serve as the country's Ozone Officer.



## **Section II. THE PHILIPPINE NATIONAL CFC PHASE-OUT PLAN (NCP)**

The NCP aims for the phased reduction and complete phase out of consumption of Annex A, Group I chemicals (CFC 11 & 12) in the Philippines pursuant to the schedule of the Protocol. To achieve said target, the Project strategy includes a mixture of institutional and regulatory measures, educational and awareness campaign, investment and non-investment components, technical assistance and other support activities like the provision of funding for the establishment of a Project Management Unit.

## **Section III. CREATING THE PROJECT MANAGEMENT UNIT (PMU) OF THE NCP AND DEFINING ITS FUNCTIONS**

Under the supervision of the EMB and POD, a PMU is hereby created to assist the DENR-EMB and POD in the implementation of activities under the NCP.

The PMU will specifically conduct the following functions/activities, among others:

### **a. Project Implementation:**

1. Prepare standard implementation procedures for eligible enterprises that would like to seek project funding from Multilateral Fund (MLF) resources;
2. Assist eligible CFC consuming enterprises prepare proposals to obtain MLF financial support for converting operations;
3. Arrange technical support, on an as-needed basis, to assist enterprises to identify appropriate non-CFC alternative technology;
4. Review and approve proposals submitted by eligible enterprises;
5. Coordinate the establishment of the networks of authorized training centers for the refrigeration and Mobile Air-Conditioning (MAC) servicing sectors;
6. Facilitate the selection of qualified suppliers to supply tools and equipment for MAC and refrigeration servicing sectors to service shops;
7. Provide DENR with recommendations on the level of subsidy for MAC and refrigeration servicing tools and Recovery & Recycling machines;
8. Develop and maintain, in cooperation with the Technical Education and Skills Development Authority (TESDA), a database of refrigeration and MAC certified technicians including names and addresses of service shops that already have their technicians trained;
9. Assist TESDA, where, if needed, to train vehicle inspection stations to identify various refrigerant types in the MAC systems;
10. Provide advice and recommendations on the allocation of annual import quotas of all Annex A, Group 1, chemicals to DENR; and
11. Prepare an annual progress report of overall implementation of the NCP in accordance with MLF Executive Committee (ExCom) procedures and requirements pertaining to this task.



**b. Public Awareness**

The PMU will undertake the following public awareness task under the supervision of the POD

1. Disseminate information related to the Government's policy to completely phase-out CFCs in the manufacturing sector by end of 2004;
2. Inform the industry of the availability of funds provided by the MLF;
3. Raise general public awareness of the environmental and economic impact of ozone layer depletion via newsletters, news articles, seminars, radio spots, etc.;
4. Organize a promotional program to encourage the public to have its refrigeration and MAC systems repaired by certified technicians; and
5. Undertake public outreach programs for the refrigeration and MAC servicing sectors.

**c. Monitoring**

The PMU will assist the POD to carry out the following monitoring tasks.

1. Manage/Direct the foam sector task group to monitor consumption, use and distribution of CFCs and HCFCs in the foam sector;
2. Set up a website with a list of importers, their annual quotas, and the actual amount already imported within the current calendar year;
3. Update the information on the actual amount of imported CFCs with the Bureau of Customs (BoC) on semi-annual basis;
4. Monitor import of CFCs, HCFCs, and HFCs;
5. Inspect where possible, the warehouses of CFC, HCFC and HFC importers and determine inventory stocks and common practices;
6. Report any incidents of illegal import of CFCs and facilitate the initiation of compliance actions;
7. Carry out safety and technical audits of all projects undertaken under the NCPP; and
8. Supervise the progress of Type I and Type II Subprojects, as well as technical assistance activities, and liaise with Land Bank of the Philippines (LBP) on all monitoring and evaluation activities.

The above-mentioned activities shall be implemented consistent with the Project's Operating Policy Guidelines as prepared by the DENR, LBP, Department of Finance (DOF) and concurred with by the World bank.

#### **Section IV. PMU STAFFING AND DUTIES AND FUNCTIONS OF THE PROJECT MANAGER**

The Project Management Unit (PMU) shall be manned with full-time and qualified technical and administrative personnel to be hired under the Project initially composed of the following:

- a. Four (4) Project Component Coordinators;
- b. Planning and Monitoring Officer;
- c. Finance Officer;
- d. Public Awareness Officer;
- e. Procurement Officer;
- f. Two (2) Administrative Assistants; and
- g. Driver

The PMU shall be headed by a Project Manager who is a regular personnel of DENR-EMB.

The PMU Project Manager shall have the following duties and functions:

##### **a. Administrative Functions**

1. Provide supervision and guidance to all staff members of PMU;
2. Manage overall budget of the Project Management Unit and liaise with relevant divisions with the Bank to ensure that the procurement of goods and hiring of staff are in line with the procurement and other relevant guidelines stipulated in the Grant Agreement for this project;
3. Prepare annual work programs, including annual budgets for the overall program, for the approval of the Bank and the ExCom;
4. Prepare other reports related to the operations of the PMU as may be required by the Bank;

##### **b. Project Management Functions**

1. Manage the preparation, presentation and implementation of the PMU's annual work programs in accordance with the strategies and milestones stipulated in the NCPP project document as approved by the ExCom, including regular reporting;
2. Coordinate cooperation of operational aspects with POD, EMB, LBP, Swedish International Development Cooperation Agency-Stockholm Environment Institute(SIDA-SEI) and the World Bank;
3. Provide effective liaison to the MLF Secretariat and the Bank on matters related to the NCPP;



4. Assure quality of all activities to be undertaken under the NCPP by coordinating preparation, review, monitoring the implementation of these activities, and effective dissemination of information;
5. Establish performance indicators and program monitoring and evaluation criteria and report to EMB,POD and the Bank on a regular basis through progress reports, quarterly performance reports and annual work programs;
6. Identify, initiate and develop key operational procedures and policies and project implementation strategies, if need be, to streamline program management and project preparation and implementation efforts;
7. Serve as focal person within and outside EMB for operational matters relating to the implementation of the NCPP;
8. Represent EMB at external forum such as meetings of stakeholders related to NCPP implementation;
9. Coordinate outreach and public relations effort through public speaking, print and electronic means on activities related to the implementation of the NCPP; and
10. Serve as advisor to EMB Director regarding the role and responsibility of DENR in matters of the NCPP and other issues pertaining to the Bank and ExCom's guidelines and agreements for this plan.

#### **Section V. SUPERVISION AND COORDINATION**

Attached as Annex I is the POD-PMU structure which shall form part of this Administrative Order.

Outside the POD-PMU organizational structure and arrangements, the existing DENR line of authority shall be followed.

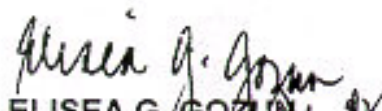
In the performance of their tasks, the POD and PMU shall ensure proper coordination with all concerned DENR offices/units, partner, oversight, and donor agencies.

#### **Section VI. REPEALING CLAUSE**

All Orders, Circulars, or Instructions of the DENR inconsistent herewith are hereby repealed or amended accordingly.

#### **Section VII. EFFECTIVITY**

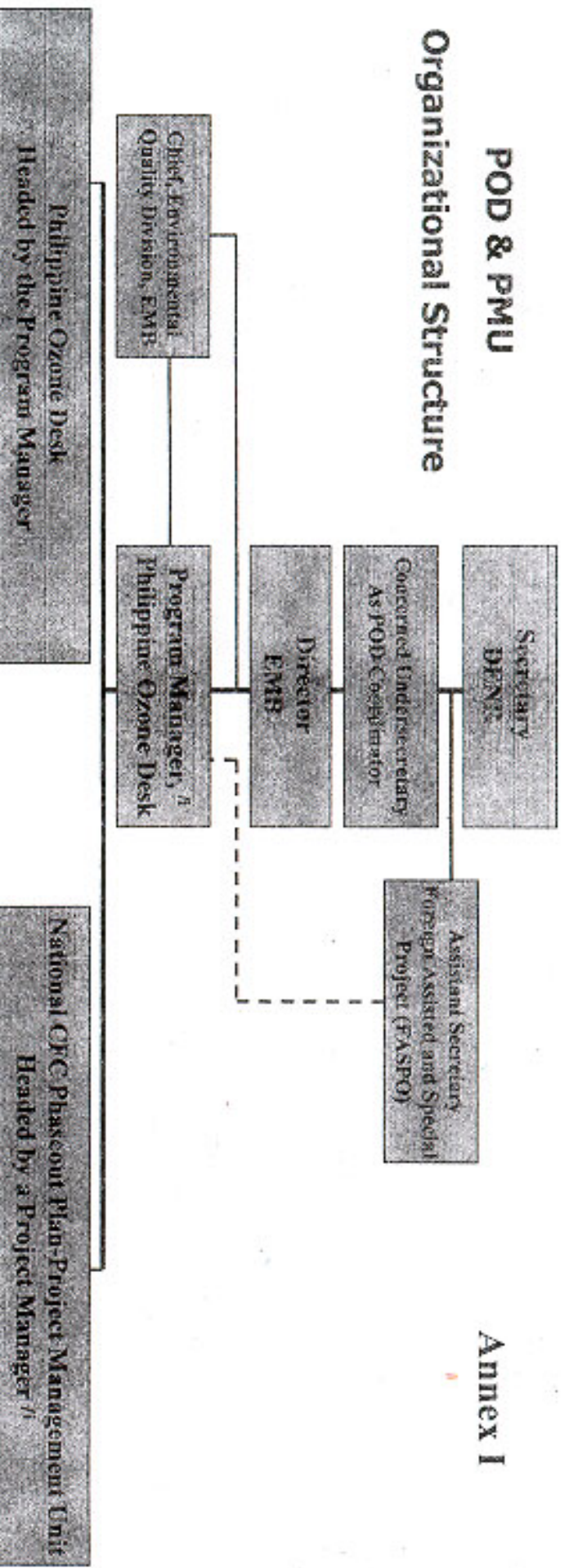
This Order shall take effect immediately.

  
ELISEA G. GOZUN  
Secretary *of DENR*  
*ELM*



# POD & PMU

## Organizational Structure



# Annex I

1. PROJECT EVALUATION AND MONITORING OFFICERS (2)
2. INFORMATION OFFICER
3. TRAINING OFFICER (*For Customs Training*)
4. ADMINISTRATIVE OFFICER /I
5. PROJECT ACCOUNTANT /II
6. FINANCE OFFICER/BOOKKEEPER
7. DATABASE ENTRY MACHINE OPERATOR
8. SUPPORT STAFFS
  - 8.1. Admin. Assistants (2)
  - 8.2. Driver
  - 8.3. Messenger

/i- organic personnel from DENR

/ii - The EMB Accountant is designated as POD Accountant

/iii - Planning and monitoring officer reports directly to POD PM

1. PROJECT COMPONENT COORDINATORS FOR CERTIFICATION AND ACCREDITATION (2)
2. PROJECT COMPONENT COORDINATOR FOR CODE OF PRACTICE, RECLAMATION AND TRADE COMMUNICATION
3. PROJECT COMPONENT COORDINATOR FOR MOBILE AIR CONDITIONING REGISTRATION AND INSPECTION
4. PUBLIC AWARENESS OFFICER
5. PROCUREMENT OFFICER
6. FINANCE OFFICER
7. PLANNING AND MONITORING OFFICER /III
8. SUPPORT STAFFS
  - 8.1. Admin. Assistants (2)
  - 8.2. Driver