

**GENERAL
ADMINISTRATION**

DENR ADMINISTRATIVE ORDER
NO. 14

**SUBJECT: Providing Guidelines for Disbursement of Advance Payments
Amending Sections of Department Memorandum Circular
No. 11, Series of 1988.**

Section 1 – Pursuant to the Memorandum from the Office of the President dated January 10, 1989 appended hereto as Annex “A”, the DENR is authorized to pay advance payment of fifteen (15%) percent for reforestation contracts with families, communities, rural organizations, NGOs and the like”. Guidelines for such payments are provided in the following Sections of this Order.

Section 2 – Definitions. For purposes of this Order, the words/terms/phases listed hereunder are added to Section 3 of Memorandum Circular No. 11, Series of 1988 and shall be interpreted and understood to mean as follows:

<i>Word/Term/Phrase</i>	<i>Meaning</i>
a. MC – 11	a. DENR Memorandum Circular No. 11, Series of 1988.
b. Families	b. Any of the following who have been awarded a family approach reforestation contract pursuant to the provisions of MC – 11: b.1 Married person, widow or widower with dependent children; and b.2 Unmarried man or woman who is head of the family.
c. Communities	c. Any of the following who have been awarded a Rural community based reforestation contract Organization pursuant to the provisions of MC – 11. c.1 Duly recognized association or cooperative of project participants, preferably composed of families and individuals residing in the project area; c.2 Other civic or religious organization, preferably one which is already well established, locally-managed and actively operating within the project area;

- c.3 The appropriate local government unit having jurisdiction in the project area which has preferably, demonstrated substantial appreciation for environmental concerns, curbing illegal logging, reforestation and other related activities.
 - c.4 Tribal communities that are indigenous to and reside within the project area;
 - c.5 A nongovernment organization (NGO), preferably a nonprofit group, which may or may not be duly registered with the Securities and Exchange Commission (SEC), that has secured written authorization from all the proposed participants to represent them as their linkage with the DENR.
- d. NGO's and d. Non-government organizations whether or the like duly registered with the Securities and Exchange Commission (SEC) or other authorized government agencies, that have been awarded a contract pursuant to the provisions of MC – 11. In the case of non-registered organizations, membership must at least be fifteen (15), with the president and the treasurer named as liable persons.
 - e. Contractor e. An individual, organization or entity that has been awarded a reforestation contract by the DENR, including but not limited to "families", "communities/rural organization", "NGO's and the like", as defined above.
 - f. Reforestation f. An agreement between the DENR and a contractor to implement activities included in the DENR National Forestation Program including, but not limited to tree planting and maintenance, agroforestry, soil and water conservation, planning, monitoring, evaluation and support services.
 - g. Mobilization/
Advance Payment g. An amount disbursed by DENR to a contractor to provide funding for implementation of a reforestation contract which contractor acknowledges to have received in trust for a specific purpose.
 - h. Letter of
Undertaking h. A document signed by the contractor pledging that the activities for which advance payments are released shall be duly accomplished by the contractor, pursuant to the terms, standards and schedules provided in the contract.

Section 3. – Timing of Mobilization/Advance Payment. Mobilization/advance payment shall be disbursed after (i) a contract has been signed by the DENR and the contractor, (ii) the contractor has been officially advised to proceed with implementation and (iii) the contractor has submitted a letter of undertaking, surety bond or irrevocable letter of credit as provided in Section 4 of this Order.

Section 4. – Security/Guaranteed for Mobilization/Advance Payment

- a) As a prerequisite for the disbursement/release of advance payment, the contractor shall be required to provide the following security/guarantees:
- a.1 *For Family Approach Contracts:* A letter of undertaking as defined in Section 2, paragraph of this Order.
- a.2 *For Community-Based Contracts:* If the advance payment is less than FIFTY THOUSAND PESOS (P50,000), and the contractor is a non-registered entity or organization, submission of a letter of undertaking signed by the President and the Treasurer of the entity/organization and a list of the members, who must number at least fifteen (15), certified by the barangay captain. If the advance payment is less than FIFTY THOUSAND PESOS (P50,000) and the contractor is a registered entity/organization, submission of a Board Resolution requesting such advance and identifying the officers of the entity/organization authorized to receive the advance and submission of a letter of undertaking signed by the President and the Treasurer. If the advance is FIFTY THOUSAND PESOS (P50,000) or more, submission of a surety bond in favor of the Department of Environment and Natural Resources (DENR) issued by a bonding company acceptable to the DENR.
- a.3 *For Corporate Contracts:* If the advance payment is less than Five Hundred Thousand Pesos (P500,000.00), a surety bond in favor of the Department of Environment and Natural Resources (DENR), issued by a bonding company acceptable to the DENR. In case the advance payment is more than P500,000.00 an irrevocable letter of credit, also in favor of the DENR, and issued by a bank acceptable to the DENR, guaranteeing repayment to the DENR of the full amount released as advance payment in the event that the contractor fails to accomplish the activities for which said amount was released, pursuant to the terms, standards and schedules provided in the contract.

Section 5. – Advance Payments for Family Approach Reforestation Contracts

- a) Advance payments for family approach reforestation contracts shall be disbursed to the contractor in two (2) installments. The Government shall, upon request of the contractor, make an advance payment to the contractor in an amount equal to fifteen percent (15%) of total contract price, to be released in installments. Five percent (5%) shall be for start-up operations while the balance shall be for succeeding operations as prescribed in the con-

tract. The first five percent (5%) of the contract price shall be released upon signing of the contract, while the remaining 10% shall be deposited in the bank closest to the project site which is acceptable to the DENR. The deposit shall be in the name of the contractor under an escrow account but withdrawals shall require written concurrence by the DENR signatory to the contract or his duly authorized representative. Withdrawals from this account shall only be made upon submission of receipts, vouchers or other evidence attesting that operations have been started and are proceeding on schedule as provided in the contract.

- b) The DENR signatory to a family approach reforestation contract, or his/her duly authorized representative, shall be responsible for certifying whether or not advance payments are in order, and releasing or withholding payments accordingly.
- c) Notwithstanding the provisions of paragraph "a" above, the DENR signatory to the contract may reduce the amount of advance payment to less than fifteen percent (15%) if, in his opinion, a 15% advance is not advisable or necessary.

Section 6. – Mobilization Advances for Community based and Corporate Contracts

Mobilization advances for community based and corporate contracts shall not exceed (i) fifteen percent (15%) of the contract price or (ii) the total amount allocated in the budget for procurement of seeds and/or seedlings, purchase of planting pots (e.g., plastic bags), nursery operations, site preparation and infrastructure, whichever of (i) or (ii) is the lesser of the two amounts.

- b) Mobilization advance for community based and corporate contracts shall be disbursed in two releases to be specified by the CENRO/PENRO or RED after completing the security/guarantee requirements set forth in Section 4 of this Order.

Section 7. – Mobilization Advances for Activity Specific Contracts

- a) Mobilization advances shall be allowed for activity specific contracts as defined in Section 9–B of DENR Memorandum Circular No. 11, Series of 1988 for implementation of the following activities:
 - a.1 Preparation of development plans including perimeter surveys, delineation of planting blocks, preparation of planting and infrastructure designs, cost estimates and computation of financial rates of return;
 - a.2 Seedling production;
 - a.3 Construction of infrastructure; and
 - a.4 Implementation of monitoring and evaluation.

- b) Mobilization advances for activity-specific contracts shall not exceed fifteen percent (15%) of the total contract budget and shall be disbursed in two releases. The first release shall be equivalent to seven and one half percent (7.5%) of the total budget and shall be disbursed after completing the security guarantee requirements set forth in Section 4 of this Order. The second release for the additional seven and one half percent (7.5%) balance shall be released when the contractor has completed an amount of work equivalent to the value of the first release based on the work plan and budget schedule.

Section 8. Deduction of Mobilization/Advance Payment from Progress Payments

- a) The mobilization/advance payment shall be repaid by the contractor by deducting from his periodic progress payments. The amount deducted shall be proportionate to the number of progress payments scheduled during the first year of the contract. For example, if the contract payment schedule provides for ten progress payments in the first year, ten percent (10%) of the mobilization/advance payment shall be deducted from each periodic progress payment. Similarly, if the contract payment schedule provides for only two progress payments in the first year (or fraction of a year as in the case of most activity specific contracts), fifty percent (50%) of the mobilization advance shall be deducted from each progress payment. At his option, the contractor may increase the rate of deductions to accelerate repayment. The contractor shall also be allowed to periodically reduce his standby letter of credit, bond or guarantee instrument proportionate to the amounts repaid, in order to save on bank charges, premiums and related expenses.

FULGENCIO S. FACTORAN, JR.
Secretary

Recommending Approval:

CIRILO B. SERNA
Director

Signed on March 9, 1989

SUBJECT: Prescribing Guidelines in the Evaluation of Performance of All Programs and Projects of the Department.

- 1.0 *Rationale.* In order to ensure that the objectives of the Department and the goals and targets set for the different programs and projects are being met, guidelines in the evaluation of the performance of all operating unit is hereby adopted.
- 2.0 *Purpose of Performance Evaluation.*
- 2.1 To ensure that goals and targets are achieved;
 - 2.2 To measure the efficiency and effectiveness of the different operating units;
 - 2.3 To provide recognition and bestow awards to outstanding achievers; and
 - 2.4 To identify problems in the implementation of program/projects and provide possible solutions.
- 3.0 *Scope.* This Guideline shall apply to all programs/projects of operating units of the Department including the Staff Bureaus and Regional Offices among others.
- 4.0 *Basis of Evaluation.* Evaluation of programs/projects and other activities of the Department shall be based on two major criteria: physical accomplishment and financial utilization.
- 4.1 Physical Accomplishment refers to the quantity of output of a certain task or activity for a specified period of time. This output is measured against a set standard which is the goal.
 - 4.2 Financial utilization refers to the amount of money spent in the achievement of certain outputs during a prescribed period as compared to the specified amount to be spent.

Managerial and operational efficiency of the individual program/project/activity, shall be evaluated by measuring the conversion of inputs into outputs. This is best illustrated by correlating physical accomplishment and financial utilization and may be expressed as Performance Efficiency Ration (PER). Thus,

$$\text{PER} = \frac{\% \text{ physical accomplishment}}{\% \text{ financial utilization}}$$

The physical and financial performances are further evaluated by using weights (**w**) to come up with an overall project accomplishment and to determine the proportionate contribution of each component activity to the program project as a whole.

The relative weight of each component is computed by taking the ratio of the cost of each component to the total project cost.

For each component activity compute for the following:

$$w_1 = \frac{\text{amt. released for activity 1}}{\text{total amount released}}$$

$$\text{Weighted Physical Accomplishment (WPA)} = \text{Acc/Goal} \times w \times 100$$

$$\text{Weighted Financial Utilization (WFU)} = \text{Exp/Amt. Released} \times w \times 100$$

$$\text{Overall Performance Efficiency Ratio} = \frac{\text{Total WPA}}{\text{Total WFU}}$$

5.0 *Performance Standards.*

Category	Description	Recommended Action
1. Low-Low	Performance shall be under category 1 when the FU is less than 0.90 and PA is less than 0.90. For this category, PER need not be computed.	Evaluation as to the possible causes of low FU and low PA
2. High-Low	Performance shall be under category 2 when the FU is 0.90 and above and the PA is below 0.90. For this category, PER need not be computed.	Management audit shall be undertaken to determine possible causes of over-spending.
3. High-High	Performance shall be under this category when the FU and the PA are 0.90 and above provided however, that PER is not more than 1.25.	Outright commendation/award.

4. **Low-High** Performance shall be under this category when the FU is less than 0.90, or equal to or more than 0.90 while PA is 0.90 and above provided however, that PER is more than 1.25.
- Process evaluation shall be undertaken to review the systems/procedures adopted which may be contributed to the efficiency. If proven that these systems were the causes of the efficiency then a special citation shall be given.

6.0 *Procedure*

6.1 Compile consolidated financial and physical report of operating units.

6.2 Validate reported figures.

6.3 Compute for Financial Utilization (FU), Physical Accomplishment and Performance Efficiency Ration (PER).

6.4 Match results with standards/criteria.

7.0 -----, Evaluation shall be performed at least once a year.

8.0 *Effectivity.* This shall take effect starting with the accomplishment for calendar year 1988.

FULGENCIO S. FACTORAN, JR.
Secretary

Signed on February 24, 1989

SUBJECT: Amending Certain Provisions of the Department Administrative Order No. 14, Series of 1989 (Providing Guidelines for Disbursement of Advance Payments Amending Sections of Department Memorandum Circular No. 11, Series of 1989).

Section 1. The following provisions of Department Administrative Order No. 14, series of 1989 are hereby amended as follows:

“Section 2(h). *Contract of Undertaking* – is a document signed by the contractor and/or by persons mentioned in these regulations binding themselves that: (a) the activities for which advance payments are released shall be duly accomplished pursuant to the terms, standards and conditions of the contract and (b) that the amount advanced shall be paid jointly and severally by the contractor and/or by said persons, in accordance with these regulations and the Contract of Undertaking. The Contract of Undertaking shall be in the form and substance as in the attached Annexes A and A-1”.

“Section 4 a.2. *For Community-Based Contracts* – If the contractor is a non-registered entity or organization, submission of a Contract of Undertaking signed by the President and the Treasurer of the entity/organization and a list of the members, who number at least fifteen (15), certified by the barangay captain. If the contractor is a registered entity/organization, submission of a Board Resolution requesting such advance and authorizing the President and Treasurer to receive the cash advance and to sign/deliver a Contract of Undertaking in favor of the DENR.”

“Section 4 a.3. *For Corporate Contracts* – If the advance payment is less than Five Hundred Thousand Pesos (P500,000.00), submission of a Board Resolution authorizing the President and the Treasurer of the Corporation to receive the cash advance and to sign/deliver a Contract of Undertaking in favor of the DENR. In case of partnerships, the partnership resolution shall authorize the Managing Partner or Chief Operations Officer and the Treasurer of the company. In case the cash advance payment is more than P500,000.00, an irrevocable letter of credit, also in favor of the DENR, and issued by a bank acceptable to the DENR, guaranteeing repayment to the DENR of the full amount released as advance payment in the event that the contractor defaults in the payment thereof or fails to accom-

plish the activities for which said amount was released, pursuant to the terms, standards and schedules provided in the Contract.”

Section 2. All the other provisions of Department Administrative Order No. 14, series of 1989, shall remain valid and existing.

VICTOR O. RAMOS
Undersecretary for Field Operations
Acting Secretary

Signed on March 30, 1989

- * (Form A, Family Approach Contract Omitted)
- * (Form A-1, Community-Based and Corporate Contracts Omitted)

**DENR ADMINISTRATIVE ORDER
NO. 31**

SUBJECT: Amending the Boundaries Under the Administrative Jurisdiction of CENRO, Tagbilaran City and CENRO, Talibon, Bohol.

Pursuant to the provisions of Executive Order No. 192 and other pertinent laws, decrees and instructions and for the purpose of ensuring a more efficient and integrated management and effective public service, Section 3 of MNR Administrative Order No. 52, Series of 1982, is hereby amended to read as follows:

BOHOL:

CENRO, Tagbilaran City – The CENRO of Tagbilaran City shall have the following municipalities under its administrative and territorial jurisdiction: Alburquerque, Antequera, Baclayon, Batuan, Balilihan, Bilar, Calape, Carmen, Dauis, Dimlao, Duero, Garcia-Hernandez, Jagna, Lila, Loay, Loon, Lobos, Maribojoc, Panglao, Sagbayan, San Isidro, Sevilla, Sierra-Bulliones, Sikatuna, Tubigon and Valencia.

CENRO, Talibon, Bohol – The following municipalities shall be under the administrative and territorial jurisdiction of CENRO, Talibon, Bohol: Anda, Alicia, Bien Unido, Buenavista, Candijay, Dagohoy, Danao, Guindulman, Inabanga, Jetafe, Mabini, Pilar, Pres. Garcia, San Miguel, Talibon, Trinidad and Ubay.

Community Environment and Natural Resources Officers of the areas subject to the amendment should effect a smooth turn-over of jurisdiction and amend their development programs for the affected areas accordingly.

This Order takes effect immediately and amends previous orders inconsistent herewith.

VICTOR O. RAMOS
Acting Secretary

Signed on April 11, 1989

SUBJECT: Prescribing a Standard Monitoring System for All DENR Programs, Projects and Activities.

1.0 *Rationale*

In order to achieve economy, efficiency and effectiveness in carrying out the various tasks in the protection of the environment and the development, management and conservation of our natural resources and, in order to continuously gather and analyze information on the progress of various projects, this monitoring system is hereby prescribed for the guidance of all concerned.

2.0 *Definition of Terms*

- 2.1 Monitoring is a process of continuously gathering information on the activities and outputs and comparing them with approved schedules, targets and budget.
- 2.2 Performance Indicators refer to the quantifiable physical outputs resulting from designated activities.

3.0 *Objectives of Monitoring*

- 3.1 To see that targets are done within the prescribed period of time and within the resources (budget) allocated for it.
- 3.2 To indicate as early as possible any shortcomings with regard to the delivery of inputs, execution of activities or production of outputs in order that corrective measures can be undertaken on time.
- 3.3 To record factors which enhance or deter the implementation of projects.

4.0 *Scope*

Monitoring shall cover all activities at all levels of the Department including foreign assisted projects.

5.0 *Stages of Monitoring*

- 5.1 Identification of expected measurable performance indicators. This is usually done at the start of the year before the preparation of the Department's budget proposal.

- 5.2 Measurement and reporting of actual performance. Periodic reporting of outputs resulting from approved activities shall be made by all operating units.
- 5.3 Field validation of reported accomplishments. Reported outputs shall be inspected and verified in the field by designated officers.

6.0 *Reporting Format*

The prescribed forms for regular reports to be accomplished by the field offices and all concerned shall be as follows:

- 6.1 PPPMO Form No. 1 -- Monthly physical and financial accomplishment report of all sectors and projects
 - Form No. 1 a -- Forest Management Sector
 - 1b -- Lands Management Sector
 - 1c -- Mines and Geo-Sciences Sector
 - 1d -- Environmental Management Sector
 - 1e -- Research & Development Sector
 - 1f -- Foreign-assisted and Special Projects
- 6.2 PO Form No. 1 -- Monthly Report of Confiscations
- 6.3 PO Form No. 2 -- Monthly Report of compliance to Admin. Order No. 20

7.0 *Report Flow*

- 7.1 Cut off date of reports is 25th day of the current month.
- 7.2 CENRO shall consolidate reports of field implementors and project managers using PPPMO Forms No. 1 (a-f) and PO Forms No. 1 and No. 2. These reports shall be submitted to reach the PENRO not later than the 27th day of the current month, furnishing the Regional Office a copy.
- 7.3 PENRO accomplishments shall be submitted to reach the regional office not later than the 30th day of the month. PENRO shall also compile accomplishments by congressional district for submission to the Regional Office at the end of the year.

- 7.4 In the case of foreign-assisted projects and special projects, which are not under the administrative jurisdiction of the CENRO or the PENRO, monthly accomplishment reports using PPPMO Form No. 1-f shall be submitted to reach the Regional Office not later than the 30th of the month.
- 7.5 Regional Reports shall be submitted to reach the PPSO not later than the 10th day of the ensuing month. Accomplishments by congressional district shall be submitted by the Regional Office to PPSO in their year end report.
- 7.6 Sectoral bureaus and attached agencies shall submit accomplishment reports using PPPMO Form No. 1 to reach concerned USEC and the Secretary's Office not later than the 10th of the following month, furnishing the PPSO a copy.
- 7.7 PPSO shall consolidate and analyze regional, bureau and attached agencies reports and submit to the Secretary a summarized report not later than the 15th day of the ensuing month, furnishing the USECs, ASECs, sectoral bureaus and attached agencies copies of the report.

8.0 *Responsibilities*

The Planning, Programming and Project Management Office (PPPMO), particularly the Planning and Policy Studies Office (PPSO), shall be the central repository of monitoring reports of all programs and projects implemented by the Department. It shall establish a data base where all monitoring reports of other operating units of the Department shall be analyzed and consolidated.

The sectoral Bureaus shall be responsible for the validation of reported regional accomplishments. Regional reports shall be validated at least annually. Validation of the previous year's accomplishments shall be undertaken not later than the 1st quarter of the ensuing year.

9.0 *Effectivity*

All provisions of this Order shall take effect immediately upon approval. Failure to comply shall constitute grave misconduct and insubordination and therefore, a ground for suspension.

Recommended By:

CELSO R. ROQUE
Acting Secretary

RICARDO M. UMALI
Undersecretary for Planning, Policy and
Project Management

Signed on July 7, 1989

**SUBJECT: Defining and Advocating Departmental Policy on Disability
 and the Welfare of the Disabled.**

I— *Statement of Principle*

The Department of Environment and Natural Resources, subscribing to the tenets of a just, humane, and compassionate society, hereby commits itself to create consciousness towards disability and promote the welfare of the disabled and the handicapped. It shall endeavor to prevent disability within its personnel ranks and program areas, assist national effort in the rehabilitation of the disabled, and provide for the equalization of opportunities for the disabled through affirmative action in employment, in the immediate work environment, and in professional growth.

II— *Background*

Disability, whether physical or mental, is caused by a host of factors — genetic or inborn factors, accidents, malnutrition, improper hygiene, toxicity, pollution, drugs, and others. The DENR, therefore, has a big part to play considering that it is the national lead agency in environmental matters, and it deals directly with the very poor upland population. Thus, DENR is a council member of the National Council for the Welfare of Disabled Persons (NCWDP), the national planning and coordinating body for the prevention of disability, rehabilitation of the disabled, and equalization of opportunities of disabled persons by virtue of Executive Order No. 232 dated July 22, 1987.

III— *General Areas of Involvement*

The DENR shall actively involve itself in the planning and implementation of programs and activities in advocating awareness of disability and its causation, and in promoting the welfare of the disabled. This shall be done through three (3) major areas — *disability prevention, rehabilitation of the disabled, and equalization of opportunities of disabled persons*. To this end, the DENR shall endeavor to undertake the following general activities and translate them into workable and appropriate policy instruments, procedures, projects, and/or programs:

A. *Prevention of Disability*

1. Strengthen its environmental programs against pollution of the air, water, soil and the food supply;
2. With the assistance of concerned agencies and civic and cause-oriented groups, strengthen extension services in its Integrated Social Forestry Program (ISFP) and small-scale mining areas to educate program participants on the disability-causing effects of improper hygiene and poor nutrition;

3. Assist the Regional councils for the Welfare of Disabled Persons (RCWDP's) in gathering baseline data on disability so that social services may be properly directed at the field level;
4. Internally, develop a Manual on Occupational Safety for DENR personnel engaged in hazardous activities; prescribe maintenance standards for DENR vehicles and improve working conditions for all DENR personnel to prevent or minimize untoward accidents in the performance of routine activities;
5. Provide for a continuing information and education campaign on occupational safety and the role of the DENR in disability prevention, rehabilitation, and equalization of opportunities for the disabled;
6. Extend DENR resources to concerned agencies and NGO's in the prevention of disability.

B. *Rehabilitation of the Disabled*

1. Extend DENR resources to concerned agencies and NGO's in the rehabilitation of disabled persons in its areas of responsibility; and
2. Facilitate the rehabilitation of its own disabled personnel.

C. *Equalization of Opportunities*

1. Adopt a non-discriminatory policy in the selection and promotion of personnel;
2. Assist disabled personnel in developing their abilities to the fullest and promote their integration into the mainstream of society;
3. Endeavor to provide physical access to the disabled in DENR offices and public facilities such as parks and recreation areas;
4. Adopt a long-term commitment to the provision of access by incorporating access features in the design of future DENR buildings and facilities; and
5. Adopt such other measures that would facilitate access to the disabled as provided for in the Accessibility Law or Batas Pambansa Bldg. 344.

IV – *Assignment of Responsibilities*

To carry-out these commitments, the following DENR units are hereby tasked to undertake the following:

1. The *Special Concerns Office* (SCO) shall be the lead unit at the Central Office to initiate the job of organizing a Central Coordinating Committee for Disability Prevention and Welfare of the Disabled. Once the central committee has been formed, the SCO shall serve as its permanent Secretariat;
2. The *Planning and Policy Studies Office* (PESO) through the Planning Service, shall harness the Department's planning mechanism to insure that disability-related plans and programs are properly reflected in the Department's budget and properly monitored and evaluated accordingly;
3. The *Management Service Office* (MSO) shall develop the Department's *Occupational Safety Manual*, see to it that the spirit and intent of the Accessibility Law or Batas Pambansa Bdg. 344 are effectively carried-out, and insure that the disabled are provided the normal latitudes for productive employment and professional growth;
4. The *Legal Affairs Office* (LAO) shall lend legal assistance to disabled DENR employees and program participants in expediting valid compensation claims and other legal services as may be necessary;
5. The DENR regional offices shall work closely with the Regional Councils for the Welfare of Disabled Persons (RCWDP's) in the planning and implementation of disability-related field activities. Specifically:
 - a. One (1) Regional Technical Director shall be designated as the DENR's regional coordinator for advocacy programs and welfare of disabled persons;
 - b. The Provincial ENR Officers (PENRO's), the Community ENR Officers (CENRO's), and the Project Management shall work closely with the DENR regional coordinator and the RCWDP's in field activities related to disability. As a requisite input to the DENR's commitment, they shall, with the technical assistance of the RCWDP, undertake an immediate census of disabled persons and conduct a survey of factors contributing to disability within their respective areas of jurisdiction.
6. The Staff Bureau shall explicitly whenever applicable, consider advocacy programs and the welfare of the disabled in their respective sectoral plans.
7. The *Foreign Assisted and Special Projects Office* (FASPO) shall package appropriate project proposals to address this particular concern of the Department and locate funds in the interim to support current commitments.

V- *Organization and Action Planning*

The Director of Special Concerns is hereby tasked to immediately organize a National Coordinating Committee for Disability Prevention and Welfare of Disabled Persons within DENR to serve as the central planning and coordinating committee for all disabili-

ty-related concerns of the Department. The Committee shall develop guidelines for planning and implementing advocacy programs and promoting the welfare of the disabled organization of regional and local working groups, and assignment of specific responsibilities. The Committee shall prepare medium-term and operational plans which shall be translated into specific action plans at the field level. The Committee shall keep the Secretary well-informed of the status and progress of DENR activities in this area of concern.

VI—Funding

Whenever possible, funds for pursuing the DENR's commitments in this area shall come from regular appropriations. However, effort shall be exerted by all concerned to generate supplemental funds from external sources — local and foreign.

VII—Linkages and External Cooperation

Tasked units shall work closely with the NCWDP, the RCWDP's, other government offices, non-governmental civic and cause oriented organization, and other concerned instrumentalities in the pursuit of the Department's commitments. The DENR shall participate actively in workshops, seminars, symposia, and other related for a devoted to the welfare of the disabled and the advocacy for disability awareness and prevention.

VIII—Repealing Clause

All orders and subordinate issuances inconsistent herewith are hereby repealed or modified accordingly.

IX—Effectivity

This Order shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Signed on August 24, 1989

**DENR ADMINISTRATIVE ORDER
NO. 116**

SUBJECT: Delegation of Authority Related to ADB and OECF Assisted Forestry Sector Program.

Pursuant to DENR MEMORANDUM CIRCULAR NUMBER 23, Series of 1989, DENR Administrative Order No. 17, Series of 1988 is hereby amended in order to effectively implement the Central Office operation of the National Forestation Program (NFP) to be coordinated by the Special Concerns Office and the National Project Coordinating Office (NPCO). The following functions are hereby delegated to the respective officials concerned:

PERFORMING OFFICIALS

Specific Functions Administrative/Financial Matters	RECOMMENDING APPROVAL	APPROVING OFFICIALS
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A. Designation, reassignment or removal of personnel detailed to the Project below the rank of Asst. Project Coordinator	Nat'l. Proj. Coord. Office (NPCO) Project Coordinator or Assistant Coordinator and Adm. Service Chief	SCO Director
B. Appointment or removal of Contractual/Casual Personnel (subject to prior clearance from Office of the Secretary)	Coordinator or Assistant Project Coordinator and Adm. Service Chief	SCO Director
C. Approval of Work & Financial Plan, Procurement Plan, Travel Plan including revisions/realignment thereof		
c.1 Annual Plan	NPCO Project Coordinator or Assistant Project Coordinator and Dept. Budget Officer	ASEC for FASPO or USEC for PPPMO or SCO Director
c.2 Monthly/Quarterly Plan	NPCO Project Coordinator and Dept. Budget Officer	SCO Director

D.	Participation/nomination of project personnel in local seminars, in service training, workshop Conference Scholarship, etc.	NPCO Project Coordinator or Assistant Project Coordinator and HRD Service Chief	SCO Director
	Allocation/use of Project Based equipment & vehicle	NPCO Project Coordinator SCO Director	USEC Field Operations or Secretary

F. Authority to enter into Contract Reforestation & other NFP related Contracts of

– not more than P2 M	NPCO Project Coordinator or Assistant Project Coordinator	ASEC for Mgmt. Services or SCO Director
– more than P2 M but not exceeding P10 M	SCO Director	2 USECS and Secretary
– more than P10 M	Secretary	President

The herein delegated authority applies to contracts awarded through bidding. According to Sec. 2 of E.O. 301, negotiated contracts involving P2 M up to P10 M shall be signed by the Secretary and two other Undersecretaries.

G. Financial Matters

I. Request for obligation of allotment and voucher for Payment

– not more than P1 M	NPCO Project Coordinator or Assistant Project Coordinator	ASEC for Mgmt. Services or SCO Director
– not more than P2 M	ASEC for Mgmt. Services or SCO Director	USEC for PPPMO or USEC for Field Operations
– more than P2 M	USEC for PPPMO or USEC for Field Operations	Secretary

II. Signing & Countersigning of Checks

– not more than P1 M

ASEC for Mgmt.
Services or SCO
Director

– not more than P2 M

USEC for PPPMO or
USEC for Field
Operations

– more than P2 M

Secretary

The ASEC for FASPO and USEC for PPPMO will still coordinate with the concerned funding institutions in coordination with the NPCO Program Coordination and SCO Director in-charge of the Program.

This Order shall take effect immediately and repeals/supersedes or revokes any orders or issuance inconsistent herewith.

FULGENCIO S. FACTORAN, JR.
Secretary

Signed on November 20, 1989

- c. National DENR–NGO Desk – a coordinating body between the DENR and the NGOs at the DENR Central Office.
- d. Regional DENR–NGO Desk -- refers to the regional coordinating bodies between the DENR and the NGOs.
- e. Integrity – refers to not having any convictions, pending case or blatant, negative reputation as an organization, whether criminal, civil or administrative, including its Board of Directors, Trustees and key officers.

ARTICLE 2

Scope of Participation

Section 5. *DENR Programs with NGOs Participation.* NGOs may participate in some of the DENR programs which are existing and in the pipeline (Annex A). Typical example is the Conduct of Monitoring and Evaluation (M & E) of projects of the National Forestation Program (NFP) by NGOs.

Section 6. *Areas of Participation.* Non-governmental organizations involvement in DENR programs shall be classified into the following major activities:

- 6.1 Monitoring and Evaluation
- 6.2 Project Implementation
- 6.3 Planning/Policy Formulation
- 6.4 Information and Education Campaign
- 6.5 Law Enforcement
- 6.6 Community Organizing
- 6.7 Training

Section 7. *Forms of Assistance.* Forms of assistance range from manpower, technical and financial including provisions of materials and equipment depending upon the resources committed by NGOs.

ARTICLE 3

Accreditation, Classification and Prioritization Criteria for Selection of NGOs

Section 8. *Classification.* NGOs can be classified as follows for the purpose of initial reference:

- 8.1 Civic Organization
- 8.2 Academe-based NGOs
- 8.3 Private Foundation

- 8.4 Peoples Organization
- 8.5 Religious Organization
- 8.6 Alliances/Federations of NGOs
- 8.7 Developmental NGOs

Section 9. *Accreditation Criteria.* In order to select NGOs which can best address the most pressing needs and problems of the masses and which can respond immediately to their needs and aspirations thereby helping them to increase their confidence and self-reliance, the following accreditation criteria are hereby set:

- 9.1 Known to be with integrity and commitment to environmental and social issues
- 9.2 Reputable and socially acceptable to the concerned and/or affected community
- 9.3 Locally-based and with adequate basic resources (i.e. manpower, etc.)
- 9.4 With technical capability or can be trained if there are technical capability gaps

Section 10. *Prioritization Criteria.* In case of specific program where several NGOs are willing to participate, priority shall be given to those which are considered as strengthened organizations, which means having several years of operations in handling environmental and socially related programs and the specialization of its members in implementing such programs.

ARTICLE 4

Accreditation Procedures

Section 11. *Who will accredit.* The National NGO Desk shall be the main body to accredit NGOs. The Regional Desk shall recommend NGOs for accreditation. However, the National NGO desk shall consult with other relevant bodies within the DENR, outside the DENR and other government agencies, in cases where these consultations are necessary.

Section 12. *Procedures.* The DENR shall accredit prospective NGOs upon submission of the following documents:

- 12.1 Certificate of good community standing from the following, whenever applicable:
 - 12.1.0 Community Resolution involving indigenous cultural communities
 - 12.1.1 Local leaders (e.g. mayor, governor)
 - 12.1.2 Head of local religious organizations
 - 12.1.3 Other network organizations accepted by the Desk

- 12.2 Accomplished NGO Data Sheet with Organization Set-up
- 12.3 SEC Registration, if applicable
- 12.4 Audited Financial Statements, if applicable
- 12.5 Community activities undertaken

Section 13. *Duration of Processing.* The NGO Desk shall process and evaluate the documents submitted by the NGOs within two (2) weeks from the date of receipt. Notice of accreditation will be sent through mail. The Desk reserves the right to reject applicants who fails to meet the requirements or take back accreditation after due process and for cause.

Section 14. *Master List of NGOs.* A master list of accredited NGOs will be prepared and will regularly be updated for dissemination in the Regional Offices.

Section 15. *The Accreditation Procedures.* The Accreditation Procedures shall be revised depending on the experiences and lessons in the initial DENR-NGO Desk activity.

Section 16. *Sanction.* NGOs who misrepresent data shall be included in the black list which shall be regularly disseminated to the Regional Offices.

Section 17. *Effectivity.* This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Recommending Approval:

DELFIN J. GANAPIN, JR.
Chairman
Advisory Committee, DENR-NGO Desk

Signed on October 27, 1989

DENR ADMINISTRATIVE ORDER
NO.120

SUBJECT: General Rules and Regulations on the Participation of Non-governmental Organizations in the DENR Programs

Consistent with the State's policy of promoting the participation of NGOs in the development process and pursuant to the Department's mandate of ensuring equitable sharing of the benefits derived from our natural resources, the following rules and regulations on the participation of NGOs in the DENR programs are hereby promulgated.

ARTICLE I

Title, Policy, Objectives, Definition of Terms

Section 1. Title. This administrative Order shall be known as the "General Rules and Regulations on the Participation of the NGOs in the DENR programs."

Section 2. Basic Policy. The DENR shall encourage and promote the participation of NGOs in natural resources development, conservation, management and protection and the enforcement of laws, rules and regulations for the sustainable development of the country's remaining natural resources for the benefit and enjoyment of the present and future generations of Filipinos.

Section 3. Objectives

1. To provide a system for greater DENR-NGO collaboration.
2. To ensure NGOs participation in DENR programs.
3. To provide a mechanism of accreditation of NGOs which are involved in DENR concerns.

Section 4. Definitions :

- a. **NGOs** -refer to private, non-profit voluntary organization that are committed to the task of socio-economic development and established primarily for service. Cooperatives and people's organizations shall be considered as NGOs for purposes of this definitions.
- b. **Technical capability** -refers to the ability in handling environmental and socially-oriented programs using scientifically-based, appropriate technology.

- c. National DENR–NGO Desk – a coordinating body between the DENR and the NGOs at the DENR Central Office.
- d. Regional DENR–NGO Desk -- refers to the regional coordinating bodies between the DENR and the NGOs.
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 - 12.1.2 Head of local religious organizations
 - 12.1.3 Other network organizations accepted by the Desk

**DENR ADMINISTRATIVE ORDER
NO. 133**

SUBJECT: Prescribing a Standard DENR Statistical Reporting System

1.0 Rationale

In consonance with the reorganized set-up of the DENR to ensure well coordinated data collection and reporting activities in the central and regional operations and to facilitate delivery of statistical information on time, this standard statistical reporting system is prescribed for the guidance of all concerned.

2.0 Objectives

- 2.1 To generate reliable statistics on environment and natural resources
- 2.2 To facilitate timely delivery of ENR statistical information
- 2.3 To establish and maintain a unified, integrated and organized data base on ENR statistics.

3.0 Scope

The statistical reporting system shall cover all statistical activities of the Department of Environment and Natural Resources.

4.0 Reporting Format

The prescribed forms for statistical reports to be accomplished by the sectoral bureaus/attached agencies and regional offices and all concerned shall be as follows:

4.1 Sectoral Bureaus and Attached Agencies report forms:

Form LMS	—	Lands Management Sector
MGS	—	Mines & Geo-Sciences Sector
FMS	—	Forest Management Sector
EMS	—	Environmental Management Sector
PAWS	—	Protected Areas and Wildlife Sector
ERDS	—	Ecosystem Research and Dev. Sector
NEA	—	National Electrification Adm.
NRDC	—	Natural Resources Development Corporation
NAM	—	National Mapping and Resources Information Authority

4.2 Regional Statistical report forms

LS	–	Lands Management Sector
MS	–	Mines & Geo-Sciences Sector
FS	–	Forest Management Sector
ES	–	Environmental Management Sector
PAS	–	Protected Areas and Wildlife Sector
RS	–	Research and Development Sector

5.0 Report Flow

5.1 Regional Monthly Statistical Report

5.1.1 Data Collection and Processing (CENRO/PENRO LEVEL)

Collection and Processing of statistical information in all sectors concerned shall be undertaken by the CENROs, PENROs and Regional Sectoral Units. The different sectors shall have the following deadlines:

- (A) FMS – The CENROs shall collect and consolidate statistical reports and submit to the PENROs on the 30th day of the month. The PENROs shall review and consolidate the CENROs' statistical reports and submit said consolidated reports to the RTDs on the 5th day of the following month.
- (B) MGS – The CENROs shall collect and consolidate non-metallic mineral statistical reports and submit to the PENROs on the 20th day following the reference period. The PENROs shall review and consolidate the CENROs reports and submit said consolidated reports to the RTD on the 25th day of the month following the reference period. Collection and monitoring of reports on metallic minerals shall be undertaken by the Mines and Geo-Sciences Bureau.

The prescribed statistical forms shall be used in the processing of sectoral data and information (see DENR forms)

5.1.2 Coordination, Consolidation and Reporting (Regional Level)

Coordination and consolidation of sectoral statistical reports in the regional level shall be the responsibility of the Regional Technical Directors concerned. Submission of the consolidated sectoral statistical reports shall be made directly by the Regional Technical Directors to the Sectoral Bureaus concerned on the 10th day of the following month in the required statistical forms. For the Environment Sector, the regional statistical reports shall be submitted quarterly on or before

the 10th day of the succeeding month. The Mines Sector shall submit the Regional Statistical Reports on the 10th day of the third month after the reference report period.

5.1.3 Compilation and Reporting (Sectoral Level)

Compilation, reporting and coordination of the Regional sectoral statistical reports and other statistical activities shall be the responsibility of the Staff Bureau concerned. The Staff Bureau should not at all change any figures submitted by the regions without having it referred to them. The consolidated sectoral reports on a national level shall be submitted by the Staff Bureaus to the Office of Undersecretary for Planning, Policy and Project Management (PPPM), Attention: Chief, Research and Statistics Division, on the 15th day of the following month.

6.0 Attached Agencies Statistical Reports

The attached agencies shall submit their month/quarterly statistical reports to the Office of the Undersecretary for Planning, Policy and Project Management (PPPM), Attention: Chief, Research and Statistics Division, on the 15th day of the month following the reporting period.

7.0 Provision of Statistical Information to all Regional Offices

The Planning, Policy Studies Office (PPSO) shall serve as the central repository of DENR statistical data. The OSEC, Staff Bureaus and Attached Agencies shall regularly provide the Regional Offices with statistical information and publications and other information of regional programs/projects.

8.0 Effectivity

All provisions of this Order shall take effect immediately upon approval. Failure to comply shall be a ground for disciplinary action.

FULGENCIO S. FACTORAN, JR.
Secretary

Recommended by:

JOSE G. SOLIS
Chairman, Executive Committee
for Statistical Concerns & Coordination

Signed on December 14, 1989