

MEMORANDUM CIRCULAR

No. 02

TO : All Assistant Secretaries Concerned
Bureau Directors
Service Chiefs
Project Directors/Managers
Division Chiefs concerned

FROM : The Undersecretary for Planning,
Policy and Project Management

The Undersecretary for Field Operations

SUBJECT : Institutionalization of a Regular Performance
Review Meetings (One-on-One Meetings) of All
Department Foreign Assisted Projects

In keeping with the agreements made during the Project Managers Meeting held last November 1988 for Project Implementing Units be provided regular access and interaction with the Department Officials, effective February 1989, this Office shall be conducting Regular Performance Review Meeting (one-on-one meetings) on a bimonthly basis. For purposes of maximizing the effectiveness of those one-on-one meetings and attain the desired objectives the different projects have been grouped into the following clusters:

CLUSTER 1	--	Central Operated Projects
CLUSTER 2	--	Region 1-5 FAPs
CLUSTER 3	--	Region 7-12 FAPs
CLUSTER 4	--	Coordinating, Monitoring and Finance Units (Central Office)

Attachement I details the Projects, units and personnel that will be involved in these meetings.

Further to ensure maximum interaction during the meetings, at least a week before the scheduled meeting all those concerned must submit reports to cover the topics listed as follows:

1. CLUSTER 1, 2 AND 3
 - 1.1 Review of Performance of Projects

- 1.2 Review of S curves: Bell curves: Gantt Charts of Project Activities
 - 1.3 Assessment of Work and Financial Plans
 - 1.4 Pending decisions at Central Office
 - 1.5 Funding, any delay in the release or disbursement shortfalls
 - 1.6 Other concerns that may affect project's operations
2. FOR CLUSTER 4
- 2.1 Review of Physical Status particularly Project Performance of all Projects
 - 2.2 Review of financial performance (specifically releases and disbursement procedures of all projects)
 - 2.3 Discussion and Problems/issues relating to project implementations as raised on the one-on-one meetings with the Project Managers and Directors
 - 2.4 Status of equipment/construction/consultancy management program
 - 2.5 Documents and/or payment under process in the Central Office incurring delays
 - 2.6 Other Operational concerns that may affect project's operations

To act as Secretariat to these meetings, the Project Coordination and Monitoring and Project Accounts Division (FASPO) shall designate personnel who shall comprise the Secretariat Group. The Secretariat shall be responsible in making the necessary preparations of the scheduled meetings and keep all records of the minutes transpiring from these meetings. For uniformity of all the submissions of the respective projects, we are attaching some of the sample documentations for your guidance and reference.

The first series of meetings will be on 20 February 1989 starting with Cluster 1. All concerned are thus enjoined to comply with this circular.

RICARDO M. UMALI

VICTOR O. RAMOS

Signed on Feb. 01, 1989

* (Attached sample documents omitted)

MEMORANDUM CIRCULAR

No. 03

SUBJECT: Adoption of the Revised DENR Mandate and Mission

Consistent with the constitutional provisions and as provided for in Executive Order No. 192 dated 10 June 1987, the mandate, mission and key result areas including sectoral functions of the Department are hereby revised.

All concerned regional offices, staff bureaus and attached agencies under the Department are hereby enjoined to adopt the revised mandate and mission as herewith attached.

This Memorandum Circular takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Signed February 17, 1989

REVISED MANDATE, MISSION AND FUNCTIONS OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

I. Mandate

The Department of Environment and Natural Resources (DENR) is the primary government agency responsible for the sustainable development* of the country's natural resources and ecosystems.

II. Mission

To Promote the well-being of the Filipino people through:

- A. Sustainable development of forest resources;
- B. Optimal utilization of lands and minerals;
- C. Social equity and efficiency in resource use; and
- D. Effective environmental management.

III. Key Result Areas (Objectives)

1. Sustainable development of the ecologically critical uplands;
2. Protection of the remaining natural forests;
3. Rehabilitation of denuded and marginal areas;
4. Determination and management of optimal land uses;
5. Intensification of mineral exploration and development, including off-shore areas;
6. Expansion of the Integrated Social Forestry Program;
7. Establishment of community-based forestry;
8. Survey, allocation and disposition of alienable or disposable (A or D) lands for the Comprehensive Agrarian Reform Program (CARP);
9. Rationalization of the disposition of public lands.
10. Delineation and management of people's mining areas;
11. Promotion of efficiency in natural resource-based industries;
12. Preservation of biological diversity;

* Sustainable Development (SD) is a process of change to meet the needs of the people without lessening the potential for meeting their future needs, the needs of other societies, and those of future generations.

13. Improvement of air and water quality in urban areas; and
14. Generation of data and technologies for the proper understanding and management of natural ecosystems and their interactions.

IV. General Functions

- A. Formulate and implement the Department's policies, plans and programs for sustainable development.
- B. Support natural resources-based industries to promote countryside development.
- C. Provide raw materials to meet increasing demands at the same time keeping adequate reserves for environmental stability.
- D. Encourage and enhance participation of local communities/government units and non-governmental organizations (NGOs) in environment and natural resources planning, development and management.
- E. Regulate the exploration, disposition and utilization of the country's environment and natural resources.
- F. Conduct inventory, survey and assessment of the country's environment and natural resources.
- G. Provide for a holistic approach to the control of environmental pollution through the implementation of reasonable and acceptable standards for environmental quality.
- H. Establish an Integrated Protected Areas (IPAs); and
- I. Create alternative energy sources of fuelwood.

V. Sectoral Functions

FORESTRY SECTOR

- A. Conduct reforestation and rehabilitation of poorly/inadequately stocked, open and denuded logged-over areas/forest lands and watersheds, including improvement of grazing lands;
- B. Implement Integrated Social Forestry and other community-based forest management activities;
- C. Encourage establishment of economic-sized forest-based processing plants;

- D. Encourage and assist private landowners in the establishment of private forest plantations to augment raw materials supply of wood-based industries and enhance environmental protection;
- E. Promote the development of labor intensive and employment generating reforestation, agroforestry, industrial tree plantations, tree-farms and similar enterprises.

LANDS SECTOR

- A. Survey, manage and dispose alienable or disposable (A or D) lands of the public domain and other lands not under government agencies.
- B. Reconstitute missing surveys and public land records and verify and approve surveys submitted by other agencies and practitioners;
- C. Establish land information systems needed for planning and general information;
- D. Formulate and implement a comprehensive land-use management plan.

MINES SECTOR

- A. Conduct geological surveys, mappings and exploration, including on and off-shore areas and the Exclusive Economic Zone (EEZ);
- B. Promote more safe and proper utilization of mineral resources;
- C. Conduct and support researches on mineral resources exploration;
- D. Promote expansion of mineral markets;
- E. Promote and regulate small-scale mining, particularly in gold-rush mining.

ENVIRONMENTAL SECTOR

- A. Recommend legislation, policies and programs for environment and natural resources planning and management including pollution control;
- B. Implement an Environmental Impact Assessment (EIA) System for environmentally-critical projects.

RESEARCH SECTOR

- A. Undertake researches on natural resources, environmental quality and ecosystems, and disseminate technology and information on the development, conservation, regulation and proper use of the country's natural resources; and
- B. Conduct pilot tests of appropriate technologies.

PROTECTED AREAS AND WILDLIFE SECTOR

- A. Establish, manage and rehabilitate Integrated Protected Areas (IPA) and promote the conservation and preservation of genetic resources and biological diversities.

ENVIRONMENT AND NATURAL RESOURCES SUPPORT

- A. Undertake the electrification of the countryside through cooperatives in order to relieve the pressure on fuelwood utilization;
- B. Undertake classification and sub-classification of public domain and inventory of the country's natural resources using hydrographic, ground and remote sensing surveys and appropriate complementary technologies;
- C. Provide map-making services and act as the central mapping agency, depository and distribution facility for natural resources;
- D. Promote, develop and expand the natural resources-based industries thru production-sharing, co-production and joint ventures as provided for by the Constitution; and
- E. Establish and maintain a geodetic control network that would serve as a common reference for the accuracy of all surveys in the country.

VI. Operations Streamlining

In accordance with the revised mandate, mission and functions of the Department, and in order to further streamline its operations, the following **STOP/PHASE-OUT/CONTINUE & STRENGTHEN** program is proposed:

- 1. **STOP.** – The Department will stop performing the following activities:

- a. Management and rehabilitation of watershed areas under the jurisdiction of public corporations by virtue of executive proclamations. However, these areas are still subject to DENR regulation and compliance with environmental and natural resources (ENR) rules and regulations.
 - b. Management of coastal and marine resources that are not components of the Integrated Protected Areas (IPA) Network System.
 - c. Management and protection of historical parks and barangay/forest parks. The responsibility over these parks should be turned over to the National Historical Commission and the local government/community, respectively, but subject to compliance with ENR rules and regulations.
 - d. Implementation of the Shares on Kabuhayan Program and the Agro-forestry State Projects.
 - e. Implementation of the Solid Waste Management Assistance and Development Programs. This program can be implemented by the Local Government Units (LGUs).
 - f. Management of wastewater in urban housing communities. This can likewise be implemented by the LGUs.
2. **PHASE-OUT.** – The Department proposes the gradual phasing out the conduct of government-administered reforestation projects with the increasing participation of the private sector, local communities and non-government organizations in the contract reforestation program of the DENR.
3. **CONTINUE & STRENGTHEN.** – The Department will further strengthen work on the following activities:
- a. Institution of policy and program reform in the ENR sector.
 - b. Strict compliance with ENR rules and regulations by both private and public sectors directly involved in resource utilization and management.
 - c. Development of a strong and mutually-beneficial partnership with the private sector.

Likewise, the Department will push through/start implementing the following activities which are within the DENR mandates. Some of these projects have been programmed in the past for implementation, but due to constraints (budgetary, institutional, etc.), have not been fully implemented.

- a. **Implementation of a viable and continuing population program for the uplands, with emphasis on Information and Education Campaign (IEC).**
- b. **Establishment of community-based forestry.**
- c. **Implementation of an extension program for upland communities.**
- d. **Development and implementation of a land suitability program for the uplands.**
- e. **Establishment of a computerized land information system.**
- f. **Identification and delineation of ancestral lands.**
- g. **Establishment of a new regime of land management through the operation of the new Public Land Code.***
- h. **Establishment of a new regime in mineral resources management through the implementation of the People's Mining Act (Minahang Bayan)* and Mineral Resources Act of 1988.****
- i. **Implementation of an off-shore mineral exploration program.**
- j. **Development and implementation of the Philippine Strategy for Sustainable Development.**
- k. **Establishment of an NSC environmental and forest protection monitoring network.**
- l. **Establishment of environmental quality laboratories.**
- m. **Establishment of an Integrated Protected Areas System (IPAS).**

*Pending in Congress; **For endorsement to Congress.

MEMORANDUM ORDER
No. 07

**SUBJECT: Organization, Functions and General Office Procedures in the
 Records Management and Documents Division, DENR.**

Pursuant to the provisions of Executive Order No. 192 dated June 10, 1987, and DENR Circular No. 5 dated December 29, 1988 this Memorandum Order hereby defines the organization, functions and general office procedures in the Records Management and Documents Division for the information and guidance of all concerned.

1. Organization

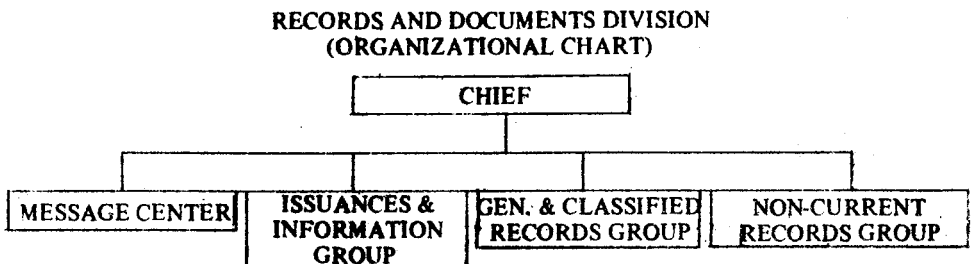
1.1. The Records Management and Documents Division shall consist of the following administrative units:

- 1.1.1 – Message Center (MC)
- 1.1.2 – Issuances and Information Group (IIG)
- 1.1.3 – General & Classified Records Group (GCRG)
- 1.1.4 – Non-Current Records Group (NCRG)

1.2. Subject to the supervision and control of the Chief, Administrative Service, the Chief of the Records Management and Documents Division shall carry out the functions and assigned to it, and shall perform such other duties as may be delegated by the Chief, Administrative Service.

1.3. The organizational structure of the Records Management and Documents Division is shown in Annex "A".

ANNEX "A"



- 2.1.2 Provides pick-up and delivery service for incoming correspondence and outgoing communications.
- 2.1.3. Provides internal and external messenger service.
- 2.1.4 Monitors the movement of requisition and inventory of supplies; and attends to the repair and maintenance of office equipment, of the Division.

2.2 Issuances and Information Group (IIG)

- 2.2.1 Takes care of the registration, numbering and indexing of Circulars and Orders including their maintenance, reproduction, and dissemination to Staff Bureaus, Regional Offices, Field Offices and other agencies attached to and/or under the Department, and in some cases, to outside parties affected by these administrative issuances as well as the issuance of its certified copies.
- 2.2.2 Prepares and circulates regularly a digest of all issuances promulgated in the form of Records Bulletin for distribution to DENR Offices.

3. General & Classified Records Group (GCRG)

- 2.3.1 Releases, classifies, indexes, posts, files signed communications, telegrams and other mail matters.
- 2.3.2 Undertake custody of official records and maintains them systematically in a file station to meet the documentary and reference requirements of management, action officers and the general public.
- 2.3.3 Takes care of the issuance of certified copies of official documents and/or certification of other records in its custody.
- 2.3.4 Represents officials of the Department in response to subpoena duces tecum served on them by the Courts and administrative investigating bodies.
- 2.3.5 Keeps and maintains a separate system of filing and handling of classified documents.

2.4. Non-Current Records Group (NCRG)

- 2.4.1** Receives for storage and safekeeping inactive records from the different administrative units.
- 2.4.2** Maintains a records retention and disposition schedule and implements the Department's disposition program.
- 2.4.3** Operates and maintains a Center for the preservation and rehabilitation of inactive and non-current records.
- 2.4.4** Maintains an inventory of the Department's records holdings including turned-over files from the different operating units.
- 2.4.5** Attends to the servicing of reference requests for inactive records.

3. General Office Procedures.

3.1. To provide systematic control over the creation, maintenance and disposition of records, the following procedures are hereby adopted for the information and guidance of all concerned:

- 3.1.1** It shall be the responsibility of the Message Center to receive and, whenever required, issue receipt for official correspondence addressed to the Secretary and other officials of the Department. This includes all such correspondence sent either by postal service or by messenger or hand-carried by interested parties, or by other means, such as messengerial service companies like JRS, LBC Air Cargo, etc.
- 3.1.2** Correspondence in sealed envelope or container personally addressed to an official shall be opened only by such official or by his authorized representative. However, if after opening such envelope, the correspondence is found to be official in nature, it shall be turned over to the Message Center for proper assignment to action unit having jurisdiction over the matter treated therein. On the other hand, where the correspondence, although personally addressed, is in an open envelope, the Message Center may, if it is official in nature, make the proper assignment to action unit and if it be personal, turn it over to the addressee.

3.2 Registration of Incoming Correspondence.

- 3.2.1 The registration of incoming correspondence shall be the responsibility of the Message Center. For the proper control of incoming correspondence and effective document tracking, entry point shall only be limited to the Message Center which shall use only one series of file numbers.
- 3.2.2 All incoming accountable mail and correspondence including walk-ins, regardless of source, shall be date-stamped, code numbered and registered in the form provided for the purpose (RMDD Form No. 1 – File Registration Card). The file registration shall include information such as the file or code number, date received, the source, the type and date of communication (T/D OC), the subject matter and the action.
- 3.2.3 As a matter of policy, incoming mail and correspondence shall be delivered to the official or action unit within 30 minutes after recording. Priority shall be given to those marked “RUSH”, “URGENT”, “ASAP”, or “Confidential”.

3.3 Use of File Numbers.

- 3.3.1 All incoming accountable mail and correspondence shall be provided with a permanent file number which shall be used as a term of reference for inquiry or information and shall remain as its identification until such time that action is taken on the correspondence.
- 3.3.2 Incoming correspondence received in other entry points other than the Message Center shall be provided with file number by the Message Center, if coursing through it is not possible. It shall be the responsibility of the Message Center to provide file number to incoing correspondence received in other entry points⁴ upon request. On the other hand, the receiving employee in other entry points shall accomplish RMDD Form No. 1 which shall be turned over to the Message Center at the end of the day or the morning of the following day at the latest.

YEAR

FILE REGISTRATION CARD

FILE NUMBER	DATE RECEIVED	SOURCE	T/D OC	SUBJECT MATTER

RDD FORM NO. 1

For use of MESSAGE CENTER
(Front Data Entry)

FILE STATUS

FILE LOCATION

T/D CA	DESTINATION	DRL	OFFICE ACTION	ACTION OFFICER	DATE	RET.

For use of GENERAL RECORDS SECTION
(Back Data Entry)

3.4 Re-routing or Referral of Incoming Correspondence.

In case of re-routing or referral of correspondence from one unit to another within the Department, it shall be the responsibility of the action unit

making the referral to notify the Message Center by accomplishing the Referral Slip form (RMDD Form No. 2 – Referral Slip) which shall be turned over to the Message Center at the end of the day or the morning of the following day.

File Number	Date of Referral
Referral Unit	Destination

Instructions: This form shall be used in case of re-routing or referral of correspondence from one unit to another within the Department.

Fill up the information above and submit to the Message Center at the end of the day or the morning of the following day.

RMDD Form No. 2 – Referral Slip

3.5. Dispatch of Outgoing Communications.

3.5.1 It shall be the responsibility of the Message Center to dispatch outgoing communications either by postal service or by messenger or hand them over personally to authorized interested parties.

3.5.2 Disptach of outgoing communications by postal service may either be registered with return card or by special delivery or by ordinary mail. Unless otherwise directed, the mode of dispatch shall be determined by the Message Center. Proof of services shall be attached to the official file.

3.6. Handling of Administrative Issuance.

3.6.1 Handling of administrative issuances shall be the responsibility of (IIG). It shall be numbered annually and registered in the form provided for the purpose (RMDD Form No. 3 – Issuance Registration Card) after which sufficient copies shall be reproduced for distribution to all concerned.

3.6.2 An updated administrative issuance guide shall be prepared for each type and maintain a master index for use in the retrieval of information. The original copy shall be compiled and properly maintained for future use and reference.

NO DATE

NO	DATE	SOURCE	TITLE/SUBJECT MATTER

RDD FORM NO. 3 ISSUANCE REGISTRATION CARD
(Front Data Entry)

DISTRIBUTION	AMENDMENTS/AMENDED	REMARKS

(Back Data Entry)

3.6.3 Presidential and other administrative issuances received shall also be reproduced for dissemination to officials concerned. It shall also be indexed for use in the retrieval of information. A copy shall be compiled for record purposes.

3.7. **Handling of Classified Matters.** -- A separate system shall be provided, kept and maintained for classified matters. Access to the files of this nature shall be limited only to authorized personnel.

3.8. Processing of signed communications.

- 3.8.1 It shall be the responsibility of GCRG, as custodian of official files to process signed communications and maintain the files systematically to meet the documentary, information and reference requirements of top management, action officers and the general public.
- 3.8.2 To prevent delay in the release of signed communications the respective action unit shall see to it that complete copies of correspondence are available for records purposes before forwarding the same to the official who will sign the communication.
- 3.8.3 Official files of signed communications shall be classified and filed in accordance with "Classification Scheme and Filing System" developed for the Department. Action taken on the correspondence shall be reflected in the "File Status" portion of RMDD Form No. 1 - File Registration Card before the same are filed and maintained.
- 3.8.4 If for one reason or another, the office of the signing authority shall cause the release of the signed communications without coursing through the GCRG, the employee releasing the communication shall immediately send the official file to the GCRG for recording, reflection of action taken and maintenance. It shall be understood that the file number of the correspondence shall be reflected in the official file.
- 3.8.5 Signed communications shall be dispatched within 24 hours from the date of receipt and priority shall be given to those marked "RUSH", "URGENT", "ASAP", "Confidential" and those with specific instructions.

3.9. Reference Service.

- 3.9.1 Requests for information and/or previous records shall be the responsibility of the respective administrative units where such records or information are being kept and maintained. Proper control shall be provided to determine the file identification for the file operators' guidance and in order to prevent delay in the retrieval of the files and information.

3.9.2 Unless otherwise directed, only the Chief of the Records Management and Documents⁴ Division is authorized to sign certified copies.

4. **Certification of Documents.** – In order to insure uniformity in the preparation of certification of documents and avoid issuance of fraudulent certifications, the certification shall be signed by the Chief of the Records Management and Documents Division unless otherwise directed which shall read as follows:

“I hereby certify that the foregoing document, consisting of (state number of pages), is a true and correct copy/machine copy of the official records on file in this Department and the payment of the required administrative fees therefore has been duly received for.”

Chief, Records & Documents Division

This Memorandum Order shall take effect immediately.

ROLANDO L. METIN
Assistant Secretary for Management
Services

Signed on July 21, 1989

SUBJECT: Guidelines for the Utilization of the Rainfed Resources Development Projects (RRDP) Commodities/Equipment

1.0 *Purpose*

This Memorandum is being issued to prescribe guidelines for the utilization of Rainfed Resources Development Project's (RRDP) commodities/equipment.

2.0 *Objective*

The objective of this Memorandum is to provide guidelines for maximum utilization, proper care and maintenance of RRDP's commodities/equipment.

3.0 *Guidelines*

- 3.1 All RRDP's commodities/equipment shall pass thru the Department's Property and Supply, General Services Division for proper booking and recording before same shall be issued thru Memorandum Receipts (MRs) to the Regional Executive Director (RED).
- 3.2 After the acceptance of the RED, he shall, likewise, issue MRs to the end-users duly approved by the Assistant Secretary for Foreign-Assisted and Special Projects (FASPs).
- 3.3 For commodities/equipment issued to the Regional Office said commodities/equipment shall be for the use of all RRD Projects in the region whether implemented by Administration or Contract, the following specific guidelines shall apply:
 - 3.3.1 Exclusive use of commodities/equipment by one specific project is strictly not allowed. All commodities/equipment which shall be for "common use" of RRD Projects shall be issued to the RED.
 - 3.3.2 Foreign and special projects, can make use of the commodities/equipment giving priority to RRDP activities.
 - 3.3.3 Requests for the use shall be at least a week before the schedule.

- 3.3.4 For the vehicles, gasoline and oil shall be borne by the user/borrowing party.
- 3.3.5 The repair cost, in case when the commodities/equipment bogged down while on official use by the project borrower/user, shall be charged proportionately against the project borrower (by administration and contracted).

The allocation shall be based on the distance travelled or the length of time used.

- 3.4 RRD Projects are required to submit to the Regional Management Unit (RMU), the schedule of the need of commodities/equipment and its purposes. In cases where there will be overlapping on the schedule, purpose shall be the determining factor.
- 3.5 The Regional Office thru the RMU shall submit copy of the MRs to the FASPO-RRDP at least two weeks after the receipt of the said commodities/equipment.
- 3.6 The RMU shall be responsible for the management of said commodities/equipment. All commodities/equipment must be stationed at the RMU when not in use.
- 3.7 The RED upon recommendation of the RMU shall have the authority to withdraw commodities/equipment not properly/wisely used and maintained, and report the same to the Central Project Structure (CPS) for proper disposition.

4.0 *Reporting Scheme*

- 4.1 The Regional Office thru the RMU, shall submit monthly status report on the use of the commodities/equipment (i.e. user, schedule of trip and gasoline consumption, etc.) to the FASPO-RRDP.
- 4.2 The Administrative and Planning and Management Divisions of the Regional Office concerned shall conduct semi-annual inventory/status report, copy furnished the RMU for submission to FASPO-RRDP.

5.0 *Effectivity*

This Memorandum shall take effect immediately.

ROLANDO L. METIN
Assistant Secretary for
Management Services

1Signed on September 26, 1989

LIRIO T. ABUYUAN
Assistant Secretary for Foreign
Assisted & Special Projects

DENR CIRCULAR
No. 01

SUBJECT : Guideline on Request for Testing/Experimentation
of Products of Materials at ERDB,

Any request for the testing/experimentation of products or/material at ERDB should be done only on the following minimum set of conditions:

1. The requesting party shall provide all the samples/materials/products required by the design and method of the experiment or test;
2. The requesting party shall pay for all the expenses for the materials/supplies and labor service equivalent necessary in carrying out experimentation/testing;
3. The requesting party shall pay for travel money (if travel is required);
4. A Memorandum of Agreement shall be executed between the requesting party and ERDB setting forth the condition, schedules and budget requirement of the project with the corresponding obligations and responsibilities by and between the parties;
5. The ERDB- shall neither indorse any product nor make any recommendation positive or negative relative to findings but shall clearly state the research results generated by the experiment;
6. That such research result can be made available to the public if requested -_or made public at ERDB's initiative if public interest so demands.

This circular takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Recommended By:

FILIBERTO S. POLLISCO
ERDB Director

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Signed on January 16, 1989