

**Administrative Order
No. 38
April 19, 1990**

**SUBJECT: Revised Regulations on the Delineation of
Functions and Delegation of Authorities**

Pursuant to Executive Order No. 192 and in line with the decentralization policy of the Department, the powers/authority over regulatory, administrative/personnel and financial matters are hereby provided and defined:

I. REGULATORY MATTERS

The authority to approve and sign the various regulatory matters provided herein, in addition to and as amendments to DENR Administrative Order No. 20, Series of 1988 shall be delegated to the following:

A. SECRETARY

1. Forest Management

- 1.1 Approves land classification and release of lands of the public domain as alienable and disposable
- 1.2 Approves Industrial Tree Plantation Agreements (ITPA) and other forest plantation agreements covering over 750 hectares
- 1.3 Approves and renews all Timber Production Sharing Agreements (TPSA)
- 1.4 Issues cancellation orders for erring holders of natural resource agreements
- 1.5 Approves community forest management agreements
- 1.6 Approves land clearing permit for resettlement projects
- 1.7 Issues authority to export boules, premium lumber and logs from plantation
- 1.8 Approves acquisition and installation of new natural resource/forest products processing plant
- 1.9 Issues permits of wood processing plants which are co-terminus with production sharing contracts
- 1.10 Approves the five-year Integrated Forest Management Plan
- 1.11 Approves Private Land Timber Permit for a harvestable volume of over 1,000 cubic meters per applicant per year
- 1.12 Approves rattan plantation leases
- 1.13 Approves/issues Community Forest Stewardship Agreements (CFSA) with areas 2,001 hectares and above

2. Land Management

- 2.1 Approves appraisal of public lands and issues authority to conduct bidding covering agricultural land sales of above five (5) hectares, sales for public, commercial, industrial and residential purposes and leases (except agricultural leases) covering one hundred (100) hectares and above.
- 2.2 Approves appraisal of public lands and issues authority to conduct bidding covering leases of more than five hundred (500) hectares for agricultural purposes.
- 2.3 Approves transfer of public land application or deeds of sales/mortgage of patented lands above twelve (12) hectares.
- 2.4 Decides cases on appeal involving claims/conflicts within public lands.
- 2.5 Approves the issuance of original/new Other Lawful Permits (OLP).
- 2.6 Signs patents and reconstituted patents for areas more than five hectares for sales and more than ten (10) hectares for homestead and free patents.

3. Mines and Geo-Sciences Development

- 3.1 Approves joint venture and R&D agreements with private entities, both local and foreign as authorized under E.O. No. 211 and E.O. No. 279.
- 3.2 Recommends to the President mining contracts with committed foreign investment of \$50 million or over as provided in E.O. No. 279.
- 3.3 Approves original and renewal of mining agreements and service contracts with twenty-five (25) years duration as authorized under E.O. No. 211 and E.O. No. 279.
- 3.4 Decides mining cases on appeal.
- 3.5 Approves small-scale mining permits in mineral reservations.

4. Environmental Management

- 4.1 Issues Environmental Compliance Certificate (ECC).
- 4.2 Issues orders and decisions of the Pollution Adjudication Board.

5. Ecosystems Research and Development

- 5.1 Approves research and development proposals for foreign funding.
- 5.2 Approves the National Integrated Research and Development Program related to environment and natural resources.
- 5.3 Issues proclamations for the establishment of experimental areas.
- 5.4 Enters into research development and research management agreement with other departments of the national government and with international agencies.

5.5 Approves long-term research proposals and development plans for DENR Central Office funding after the Technical Review and upon recommendation of the Ecosystems Research and Development Bureau.

6. Protected Areas and Wildlife

6.1 Approves application for road right-of-way within protected areas.

6.2 Approves special land-uses as bathing establishment, recreation areas, irrigation canals and small impounding dams and other government projects compatible with the purpose for which the area was established within protected areas.

6.3 Enters into agreement with other government agencies and NGOs and private institutions for the development and management of protected areas.

B. UNDERSECRETARY (Unless otherwise specified, this refers to the Undersecretary for Field Operations)

1. Forest Management

1.1 Approves Industrial Tree Plantation Agreement (ITPA) and other forest plantation agreements covering 501-750 hectares.

1.2 Issues order for the suspension/lifting of suspension of erring holders of natural resources agreements.

1.3 Approves and signs all Forest Land Grazing Lease Agreements (FLGLA).

1.4 Approves original authority to operate wood processing plants.

1.5 Issues original and renewal of rattan cutting permits.

1.6 Issues Private Land Timber Permits (PLTP) of up to 1,000 cubic meters per applicant per year.

1.7 Issues public gratuitous permits covering over 200 cubic meters within declared calamity areas for public infrastructure projects.

1.8 Issues special land use permits covering an area of over 500 hectares.

1.9 Allows the transfer of location of forest products processing plants from one island to another.

1.10 Approves the donation of confiscated logs for public infrastructures from 100-500 cubic meters.

1.11 Approves/issues deputation order for Forest Officers.

1.12 Approves/issues Community Forest Stewardship Agreements (CFSA) with areas 1,001-2000 hectares.

2. Land Management

- 2.1 Approves appraisal of public lands and issues authority to conduct bidding covering leases of public lands 100-500 hectares for agricultural purposes.
- 2.2 Approves original and renewal of leases of public land (except foreshore lands).
- 2.3 Approves original and renewal of leases of foreshore lands covering more than fifty (50) hectares.

3. Mines and Geo-Sciences Development

- 3.1 Issues Sand and Gravel Industrial Permits.
- 3.2 Recommends the approval of Mineral Production Sharing Agreements.

4. Protected Areas and Wildlife (The Undersecretary for Environment and Research)

- 4.1 Issues CITES permit for the exportation, re-exportation and importation of species of wild flora, wild fauna and invertebrates listed in CITES for commercial and non-commercial purposes including by-products and derivatives thereof.
- 4.2 Issues Wildlife certification for non-rare, non-threatened, non-endangered and non-CITES Wildlife and invertebrate species for commercial and non-commercial purposes including products and derivatives thereof.
- 4.3 Issues Wildlife Collector's Permit, Wildlife Farm Permit, and Wildlife Gratuitous Permit for international organizations.
- 4.4 Approves master plans and programs for protected areas.

C. ASSISTANT SECRETARY (Refers to the Assistant Secretaries for Field Operations - Luzon, Visayas, and Mindanao)

1. Forest Management

- 1.1 Approves sub-classification of forest lands.
- 1.2 Approves Industrial Tree Plantation Agreements (ITPA) and other forest plantation agreements covering 300 to 500 hectares.
- 1.3 Issues special land use permits for areas covering 100-500 hectares.
- 1.4 Approves additional cut for non-timber products.
- 1.5 Approves the donation of confiscated logs for public infrastructures exceeding 50 cubic meters but not more than 100 cubic meters.

- 1.6 Approves the conduct of thinning, sanitation cutting or other silvicultural treatment of reforestation tree plantations including utilization of 15-year old plantation at 20% intensity.
- 1.7 Issues Private Land Timber Permit (PLTP) of up to 250 cubic meters per applicant per year.
- 1.8 Issues public gratuitous permits covering over 100-200 hectares within declared calamity areas for public infrastructure projects.
- 1.9 Approves cutting permits for mangrove species inside approved fishpond lease agreement areas of over 100 cubic meters.
- 1.10 Allows the transfer of location of forest products processing plants within the island.
- 1.11 Approves/issues Community Forest Stewardship Agreements (CFSA) with areas 501-1,000 hectares.

2. Land Management

- 2.1 Approves financial and work programs/plans of the Field Network Survey Party (FNSP) and the Land Evaluation Party (LEP).
- 2.2 Approves the imposition/increase of rentals on introduced and present land values.

3. Mines and Geo-Sciences Development

- 3.1 Issues mine prospecting permits in government reservations other than mineral reservations covering more than one region.

D. REGIONAL EXECUTIVE DIRECTOR

1. Forest Management

- 1.1 Issues Certificate of Stewardship Contracts (CSC) for areas more than five (5) hectares but not more than seven (7) hectares.
- 1.2 Approves Industrial Tree Plantation Agreement (ITPA) and other forest plantation agreements covering areas below 300 hectares.
- 1.3 Issues suspension orders for erring holders of natural resource agreements.
- 1.4 Issues forest land grazing permits.
- 1.5 Issues seizure and/or confiscation order for illegally cut, transported, and possessed forest products worth more than P50,000.
- 1.6 Approves disposition of confiscated forest products with market value of more than P100,000.00 through public auction except those subject of judicial proceedings, those for donation or those for DENR's own infrastructure needs.

- 1.7 Approves the donation of confiscated logs below fifty (50) cubic meters for government infrastructure.
- 1.8 Approves original resaw/mini-sawmill permits.
- 1.9 Approves renewal of wood processing plant permits for those with back-up timber concessions and those with Log Sales Purchase Agreements (LSPA).
- 1.10 Approves original and renewal of permit to operate rattan processing plants.
- 1.11 Issues private Land Timber permits for a volume up to fifty (50) cubic meter per applicant per year.
- 1.12 Issues public gratuitous permit covering over 50 cubic meters but less than 100 cubic meters within declared calamity areas for public infrastructure projects.
- 1.13 Approves the replacement of accessories to wood processing plants.
- 1.14 Allows the transfer of location of forest products processing plants within the regions.
- 1.15 Issues special land use permits for areas up to 50 hectares but less than 100 hectares.
- 1.16 Approves milling agreement and log supply contracts.
- 1.17 Approves forestry bonds.
- 1.18 Approves the issuance of original certificate of registration for logs, pole, piles and lumber dealers.
- 1.19 Approves the 7-year Range Management Plan of all existing Pasture Lease Agreements.
- 1.20 Approves cutting permits for mangrove species inside approved fishpond lease agreement areas of less than 100 cubic meters.
- 1.21 Approves/issues Community Forest Stewardship Agreements (CFSA) with areas of not more than five hundred (500) hectares.
- 1.22 Recommends the deputation of Forest Officers.

2. Land Management

- 2.1 Approves appraisal of public lands and issues authority to conduct bidding on sales covering five hectares and below.
- 2.2 Approves appraisal of public lands and issues authority to conduct bidding on sales and leases covering above 1,000 sq. m. but less than 100 hectares for commercial, industrial and residential purposes.
- 2.3 Approves appraisal of public lands and issues authority to conduct bidding on sales and leases of five hectares but below 100 hectares for agricultural purposes.
- 2.4 Issues orders of bidding and signs contracts for cadastral and public land subdivision survey projects.
- 2.5 Approves and signs contracts for module survey projects. (This should not cover cadastral projects broken into modules.)
- 2.6 Issues order for payment of cadastral projects' contractual obligations.
- 2.7 Approves re-appraisal of leased areas five (5) hectares and above.

- 2.8 Approves original and renewal of leases six hectares to fifty (50) hectares of foreshore lands.
- 2.9 Approves transfers of public land applications or deeds of sale/mortgage of patented lands five (5) to twelve (12) hectares.
- 2.10 Issues survey orders/authority for public land subdivision and cadastral survey above 500 hectares.
- 2.11 Issues orders of execution on final decision on land cases.
- 2.12 Issues investigation orders involving patented lots only.
- 2.13 Decides claims and/or conflicts involving land cases except those under ex-parte investigation and amicably settled and resolves motion for reconsideration.
- 2.14 Renews Other Lawful Permits (OLP) covering government lands and/or reservations for a period not exceeding one year.
- 2.15 Signs patents and reconstituted patents for areas up to five (5) hectares for sales and five (5) up to ten (10) hectares for homestead and free patent.
- 2.16 Issues original revocable or provisional permit for alienable and disposable lands.
- 2.17 Approves lease. (Order of Award)
- 2.18 Issues survey orders for ISF parcellary survey projects.
- 2.19 Issues deputation order of Land Inspector subject to review of the Undersecretary for Field Operations.

3. Mines and Geo-Sciences Development

- 3.1 Approves mining survey returns and survey plans.
- 3.2 Processes all proposals for Mining Agreements under E.O. 279 and A.O. 57 for submission to the negotiating panel.
- 3.3 Issues and renews quarry permits.
- 3.4 Issues special permits to dispose ores/minerals recovered during exploration.
- 3.5 Approves and issues small-scale mining permits.
- 3.6 Recommends for appropriate action specific problems or issues regarding Mineral Production Sharing Agreement/ Contract.

4. Environmental Management

- 4.1 Issues authority to construct and permit to operate pollution control equipment/devices including the collection of corresponding fees/charges.
- 4.2 Issues accreditation of pollution control office of industrial firms and local government entities.
- 4.3 Hears/gathers evidences or facts on pollution cases as delegated by the Pollution Adjudication Board.
- 4.4 Approves plans and issues permit for mine tailings disposal, including environmental rehabilitation plans.

5. Protected Areas and Wildlife

- 5.1 Issues Wild Flora Collector's Permit for breeding purposes for not more than (30) pieces of orchids regardless of species.
- 5.2 Issues Wildlife Certification for non-rare, non-threatened, non-endangered and non-CITES species of Wildlife for non-commercial purposes including by-products and derivatives thereof.
- 5.3 In areas where international flights are available: Issues Wildlife Certification for non-commercial and commercial purposes for the exportation, re-exportation, and importation of non-rare, non-endangered, and non-threatened wild species of fauna, flora and invertebrates including by-products and derivatives thereof.
- 5.4 Approves development plans including rehabilitation/ restoration plans for protected areas.

6. Ecosystems Research and Development

- 6.1 Approves regional research and development prioritization system including the allocation of resources.
- 6.2 Designates areas for experimental, demonstration or pilot purposes.
- 6.3 Enters into research development and research management agreements with research and allied institutions within his region.
- 6.4 Approves long-term research proposals and development plans for regional funding after the technical review and upon the recommendation of the Ecosystems Research and Development Bureau.

E. REGIONAL TECHNICAL DIRECTOR

1. Forest Management

- 1.1 Issues original and renewal of ordinary minor (OM) permits except rattan.
- 1.2 Issues renewal of certificate of registration for logs, poles and piles and lumber dealers.
- 1.3 Approves renewal of resaw/mini-sawmill permit.
- 1.4 Issues public gratuitous permits for twenty (20) to fifty (50) cubic meters within calamity declared areas for public infrastructure projects.
- 1.5 Approves original and renewal of special use permits covering over five (5) hectares for public infrastructure projects.

2. Land Management

- 2.1 Verifies, approves, and signs maps and plans for public land subdivision, cadastral and isolated surveys.
- 2.2 Approves survey plans for OLT and other agrarian reform projects.
- 2.3 Issues authority to inspect cadastral projects.
- 2.4 Issues certified copies or certification on survey and land disposition records.
- 2.5 Issues order of payment for lot survey module contractual obligations.
- 2.6 Conducts bidding for cadastral surveys.
- 2.7 Issues certificate of acceptability of cadastral survey returns.
- 2.8 Verifies and approves political boundary surveys.
- 2.9 Issues survey orders/authority for public land subdivision and cadastral survey covering up to 500 hectares.

3. Mines and Geo-Sciences Development

- 3.1 Issues permit to install and operate mechanical and electrical equipment for mine and quarry operations.
- 3.2 Issues special permit to ship ore samples abroad for laboratory analysis but not in commercial volume.
- 3.3 Issues Blaster's foreman license and make amendments thereof subject to PC approval.
- 3.4 Issues survey orders for claims and quarry permit applications under P.D. 463 not yet converted into MPSA under E.O. 279 and A.O. 57.
- 3.5 Registers Declaration of Location (DOL) with Letter of Intent to enter into MPSA under E.O. 279 and A.O. 57.
- 3.6 Registers Affidavit of Annual Work Obligation (AAWO).

4. Environmental Management

- 4.1 Issues clearance certificate to vehicles which have passed the smoke-belching test.
- 4.2 Issues pollution clearance and temporary permit to operate pollution control devices including the collection of corresponding fees/charges.
- 4.3 Conducts monitoring and investigation of pollution sources and control facilities.
- 4.4 Supervises, coordinates and monitors the implementation of environmental programs, projects and activities in the region.

5. Protected Areas and Wildlife

- 5.1 Issues Certificate of Registration of orchids and wild ornamental plant nurseries and pet shops engaged in the trade of wild fauna.
- 5.2 Issues a maximum of three Wildlife Gratuitous Permits per annum for non-rare, non-threatened, non-endangered, and non-CITES species of wild fauna, wild flora and invertebrates for local scientific and educational purposes, but not to exceed ten heads of wild fauna and twenty heads of invertebrates and ten pieces of wild flora per gratuitous permit.
- 5.3 Issues nursery farm permits for commercial growers of wild flora.
- 5.4 Approves requests for special use of specific sites for filming, video taping, spiritual education and other nature-based recreational activities for not more than thirty (30) days.
- 5.5 Approves requests for use of protected areas for scientific research which does not involve extraction of resources.
- 5.6 Evaluates and verifies proposed and on-going rehabilitation especially reforestation projects within protected areas.

6. Ecosystems Research and Development

- 6.1 Approves short-term research proposals for local funding (one year or less and with budget of not more than P20,000).
- 6.2 Evaluates and recommends approval/implementation of research and development proposals.
- 6.3 Supervises, coordinates and monitors the implementation of approved research and development activities within the region.
- 6.4 Approves the publication of semi-technical articles.
- 6.5 Identifies and approves specific technologies to be transferred to the Provincial and Natural Resources Office.

F. PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Forest Management

- 1.1 Issues Certificate of Stewardship Contracts (CSC) for areas above three (3) up to five (5) hectares.
- 1.2 Issues certificate of land classification status for areas covering over fifty (50) hectares.
- 1.3 Issues original and renewal of ordinary mangrove plantation cutting permits.

- 1.4 Issues seizure and/or confiscation order for illegally cut, transported, possessed forest products worth P20,000.00 to P50,000.00.
- 1.5 Approves disposition of confiscated forest products with current market value of more than P50,000 up to P100,000.00 at public auction except those subject of judicial proceedings, those for donation or those for DENR's own infrastructure needs.
- 1.6 Issues Private Land Timber Permit for a volume up to 15 cubic meters per applicant per year.
- 1.7 Issues public gratuitous permit covering below 20 cubic meters within declared calamity areas for public infrastructure projects.
- 1.8 Issues original and renewal of special use permit covering one to five hectares for public infrastructure projects where no timber cutting is involved.

2. Land Management

- 2.1 Approves appraisal of public land and issues authority to conduct bidding on sales and leases for areas up to 1,000 sq.m. for commercial, industrial, and residential purposes.
- 2.2 Approves appraisal of public lands and issues authority to conduct bidding covering leases below five hectares for agricultural purposes.
- 2.3 Issues orders on cases of claims and conflicts amicably settled and those investigated ex-parte.
- 2.4 Approves re-appraisal of lease areas below five (5) hectares.
- 2.5 Approves transfers of public land applications or deed of sale/mortgage of patented lands up to five (5) hectares.
- 2.6 Issues orders of investigation involving claims and conflict of unpatented lots.
- 2.7 Signs patents and reconstituted patents in areas up to five hectares for homestead and free patent.
- 2.8 Issues renewal of revocable or provisional permit.
- 2.9 Approves original and renewal of leases below six hectares of foreshore lands.

3. Mines and Geo-Sciences Development

- 3.1 Issues sand and gravel (SAG)/commercial gratuitous/ foreshore and special permits with one year duration.
- 3.2 Issues and renews guano permits.
- 3.3 Issues and renews gold panning permits covering 5,000 sq.m. per MRD No. 41.
- 3.4 Issues orders for the seizure and confiscation, in favor of the government, illegally sourced or transported mineral ores including tools, equipment and conveyances used in the commission of offenses defined under existing mining laws, rules and regulations (as provided in A.O. 87. s. 1989).

3.5 Issues permits to load to small-scale mining permittees in mineral reservations and collects corresponding royalty/payments.

4. Environmental Management

4.1 Conducts surveillance and inspection of pollution sources and control facilities and undertakes/initiates measures relative to pollution-related complaints of the general public for appropriate referral to the regional office.

4.2 Comments on the project description, determines if the project fall within the EIS system and submits the same to the regional office.

4.3 Implements programs and projects related to environmental management within the PENRO.

5. Protected Areas and Wildlife

5.1 Approves the establishment of City, Provincial, Municipal/Barangay Tree Parks as mandated by LOI 1312.

5.2 Monitors and conducts periodic inspection of farms, nurseries and pet shops involved in the propagation and trade of flora and fauna.

G. COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Forest Management

1.1 Issues certificate of land classification status for areas below fifty (50) hectares.

1.2 Issues Certificate of Stewardship Contracts (CSC) up to three (3) hectares.

1.3 Issues cutting permits for fuelwood/firewood and charcoal cut/manifested in private lands and Integrated Social Forestry (ISF) areas.

1.4 Issues seizure and/or confiscation order for illegally cut, transported, possessed forest products worth less than P20,000.00.

1.5 Approves disposition of confiscated forest products with current market value of P50,000.00 or less at public auction except those subject of judicial proceedings, those for donation and those for DENR's own infrastructure needs.

1.6 Approves, authorizes issuance of Certificate of Origin of forest products.

1.7 Issues forest products discharge and transport clearance/permit.

1.8 Approves Log Supply Purchase Agreement (LSPA) and Domestic Log Sales Declaration (DLSD).

1.9 Issues Private Land Timber Permit (PLTP) for a volume up to five (5) cubic meters per applicant per year.

1.10 Issues original and renewal of special use permit below one hectare for public infrastructure projects where no timber cutting is involved.

2. Land Management

- 2.1 Issues survey orders/authority to conduct isolated surveys.
- 2.2 Accepts public land applications, conducts investigation, appraisal, and processes the application.
- 2.3 Conducts oral/sealed bidding for sale or lease of public lands.
- 2.4 Issues survey orders/authorities for the subdivision of cadastral lots for patented and unpatented lands.

3. Mines and Geo-Sciences Management

- 3.1 Issues gratuitous permit for fifty (50) cubic meters and below for sand and gravel.
- 3.2 Issues gold panning permits pursuant to M.O. No. 11.
- 3.3 Issues Certificate of Origin of Mineral Ores (COMO).
- 3.4 Issues orders for the seizure and confiscation of illegally sourced or transported minerals including tools, equipment and conveyances.

4. Environmental Management

- 4.1 Accepts and evaluates application forms for permit to operate, authority to construct and pollution clearance.
- 4.2 Monitor sand and gravel extractions in their area of jurisdiction.
- 4.3 Causes the preparation of project description and submits the same to the PENRO.
- 4.4 Implements programs, projects and activities related to environmental management within the CENRO.

5. Protected Areas and Wildlife

- 5.1 Issues permits for special uses, e.g., fishing, camping, within areas of Protected Areas.
- 5.2 Issues Wildlife Transport Permit for flora and fauna transported within the country.

II. FINANCIAL MATTERS:

A. SECRETARY

1. With two Undersecretaries, approve reforestation contracts for areas exceeding 500 hectares, but subject to limitations that may be imposed by the Office of the President.
2. Approves Request for Obligation Allotment (ROA) for reforestation contracts of more than P2,000,000.
3. Approves voucher covering payment for corporate reforestation contracts above P2,000,000 (as recommended by the Regional Executive Director). This function may also be performed by the Undersecretary for Field Operations.
4. Signs checks of more than P2,000,000 for reforestation contracts. This may also be performed by the Undersecretary for Field Operations.
5. Approves the Request for Obligation of Allotments exceeding P1 million.
6. Approves miscellaneous contractual services including subscription to periodicals of more than P1 million.
7. Approves the disbursement vouchers, except for Reforestation Contract, of more than P1 million.
8. Signs and counter-signs checks of more than P1 million.
9. Approves the requisition and issue voucher for CENRO/ PENRO supplies and equipment of more than P1 million.
10. Issues purchase orders and vouchers for payment of CENRO/PENRO supplies and equipment of more than P1 million.

B. UNDERSECRETARY (Unless otherwise indicated, this refers to Undersecretary for Field Operations):

1. Approves reforestation contracts for areas of more than 100 hectares but not exceeding 500 hectares.
2. With Secretary and another Undersecretary, approve corporate reforestation contracts covering more than 500 hectares.
3. Approves Request for Obligation of Allotment exceeding P500,000 to P1 million.
4. Approves miscellaneous contractual services including subscription to periodicals for more than P500,000 up to P1 million.
5. Approves the disbursement vouchers, except for Reforestation Contracts, of more than P500,000 to P1 million.
6. Signs and countersigns checks of more than P500,000 to P1 million.
7. Approves the requisition and issue voucher for CENRO/ PENRO supplies and equipment of more than P500,000 up to P1 million.

8. Approves purchase orders and vouchers for payment of CENRO/PENRO supplies and equipment of more than P500,000 up to P1 million.

C. ASSISTANT SECRETARY (Unless otherwise indicated, this refers to the Assistant Secretaries for Field Operations - Luzon, Visayas, Mindanao)

1. Approves the Request for Obligation of Allotments exceeding P200,000 to P500,000.
2. Approves miscellaneous contractual services, including subscription to periodicals of more than P200,000 up to P500,000.
3. Signs and counter-signs checks of more than P200,000 to P500,000.
4. Approves the requisition and issue voucher for CENRO/ PENRO/Regional Office supplies and equipment of more than P200,000 to P500,000.
5. Approves purchase orders and vouchers for payment of CENRO/PENRO/Regional Office supplies and equipment of more than P200,000 but less than P500,000.
6. Approves the disbursement vouchers except for Reforestation contracts, of more than P200,000 but less than P500,000.

D. REGIONAL EXECUTIVE DIRECTOR:

1. Approves community and corporate reforestation contracts for areas of more than 75 hectares but not exceeding 100 hectares.
2. Approves Request for Obligation Allotment (ROA) for reforestation contracts more than P1,500,000 but not exceeding P2,000,000.
3. Approves voucher covering payment for community reforestation contract of more than P500,000 to P2,000,000 (as recommended by the Regional Technical Director for Forestry).
4. Approves vouchers covering payment for corporate reforestation contract of more than P500,000 to P2,000,000 (as recommended by the Regional Technical Director for Forestry and Provincial Environment and Natural Resources Officer, if provincial account, or Regional Technical Director for Forestry, if regional account).
5. Signs checks for more than P500,000 to P2,000,000 for reforestation contracts.
6. Approves the Request for Obligation of Allotments exceeding P150,000 to P200,000.
7. Grants authority for payments of meal and allowance to officials/employees required to render overtime services for a period not exceeding three months including the payments of overtime pay, subject to existing laws, policies, rules and regulations as may be imposed by the Secretary and other higher competent authority.

8. Approves miscellaneous contractual services including subscription to periodicals for amounts more than P50,000 to not more than P200,000, regardless of source of fund, except for reforestation which has higher limit.
9. Approves disbursement vouchers, for amounts more than P50,000 to P200,000, regardless of source of fund, except for reforestation which has higher limit.
10. Signs and counter-signs checks for more than P50,000 to P200,000, regardless of source of fund, except for reforestation which has higher limit.
11. Approves contract for lease of office space regardless of the amount.
12. Approves requisition and issuance of vouchers for CENRO/PENRO supplies and equipment of more than P100,000 to not more than P200,000, regardless of source of fund.
13. Approves vouchers covering cash advance of Special Disbursing Officers for purposes other than salaries for amounts of P200,000 up to P500,000, regardless of source of fund.
14. Issues purchase orders and vouchers for payment of CENRO/PENRO supplies and equipment of more than P50,000 to not more than P200,000, regardless of source of fund.
15. Grants authority to hold cash advance of PENRO/CENRO personnel for P10,000 to P50,000.
16. Approves vouchers, checks and supporting documents concerning remittances to GSIS, BIR and other government offices regardless of the amount and source of fund.

E. REGIONAL TECHNICAL DIRECTOR:

1. Approves community and corporate reforestation contracts for areas covering more than 50 hectares but not exceeding 75 hectares.
2. Approves Request for Obligation Allotment (ROA) for reforestation contracts more than P1,000,000 but not exceeding P1,500,000.
3. Approves vouchers covering payment for community reforestation contract of more than P300,000 to P500,000 (as recommended by the Provincial Environment and Natural Resources Officer).
4. Approves vouchers covering payment for corporate reforestation contract of more than P300,000 to P500,000 (as recommended by the Provincial Environment and Natural Resources Officers).
5. Signs checks for more than P300,000 but not exceeding P500,000 for reforestation contracts.

F. PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Approves community and corporate reforestation contracts for areas covering to more than 5 hectares but not exceeding 50 hectares.
2. Approves Request for Obligation Allotment (ROA) for contract reforestation of not more than P1,000,000.
3. Approves vouchers covering payment for community reforestation contract of more than P30,000 up to P300,000 (as recommended by the CENRO).
4. Approves voucher covering payment for family reforestation contract exceeding P30,000 and for corporate reforestation contract of more than P30,000 up to P300,000 (as recommended by the CENRO).
5. Signs checks of not more than P300,000 for reforestation contract accomplishments.
6. Prepares and submits budget proposals for CENR/PENR Offices.
7. Negotiates and enters into lease contracts not exceeding P50,000 for CENR/PENR Offices.
8. Approves payrolls and vouchers covering payment of salaries, wages and claims for compensation of PENRO officials/employees regardless of amount and source of funds.
9. Approves Request for Obligation of Allotment for amounts not exceeding P150,000, regardless of source of funds except for reforestation contracts which has a higher limit.
10. Approves miscellaneous contractual services including subscription to periodicals for amounts up to P50,000, regardless of source of funds.
11. Approves disbursement vouchers, of more than P20,000 to not more than P50,000, regardless of source of fund, except for reforestation which has higher limit.
12. Signs and counter-signs checks of amounts more than P20,000 to not more than P50,000, regardless of source of fund, except for reforestation which has higher limit.
13. Approves requisition and issue voucher for PENRO supplies and equipment of P100,000 and below, regardless of source of fund.
14. Approves requisition and issue of vouchers for CENRO supplies and equipment of more than P50,000 to not more than P100,000.
15. Issues purchase orders and vouchers for payment of PENRO supplies and equipment of P50,000 and below, regardless of source of fund.
16. Issues purchase orders and vouchers for payment of CENRO supplies and equipment of more than P20,000 to P50,000, regardless of source of fund.
17. Approves applications for bonding of PENR/CENR officials and employees.

18. Grants authority to hold cash advance of CENRO personnel of up to P10,000 except cash advance of Special Disbursing Officers, regardless of source of fund.
19. Approves cash advance for salaries and wages for CENRO/ PENRO employees regardless of amount, regardless of source of fund.
20. Approves vouchers covering cash advance of Special Disbursing Officers for purposes other than salaries for amounts P200,000 and below, regardless of source of fund.
21. Approves monthly report of income and financial operations for submission to the regional/central offices.

G. COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Approves family approach, community and corporate reforestation contracts covering areas not exceeding five (5) hectares.
2. Approves vouchers covering payment for reforestation contracts entered by the respective CENROs of not more than P30,000.
3. Approves payrolls and vouchers covering salaries, wages and claims for compensation of CENRO officials/ employees, regardless of amount and source of fund.
4. Approves miscellaneous contractual services including subscription to periodicals for amounts of P20,000 and below, regardless of source of fund.
5. Approves disbursement vouchers of up to P20,000, regardless of source of funds, except reforestation which has higher limit.
6. Approves requisition and issuance voucher for CENRO supplies and equipment of P50,000 and below, regardless of source of fund.
7. Issues purchase orders and vouchers for payment of CENRO supplies and equipment of P20,000 and below, regardless of source of fund.

III. ADMINISTRATIVE/PERSONNEL MATTERS

A. SECRETARY

1. Grants foreign trainings/scholarships.
2. Approves appointment of Division Chiefs, PENROs and CENROs.
3. Imposes the penalty of suspension for more than thirty (30) days to dismissal.
4. Approves the reassignment of Regional Executive Directors, PENROs and CENROs.
5. Approves the local travel of field officials/employees for more than thirty (30) days.

B. UNDERSECRETARY (Unless otherwise indicated, this refers to Undersecretary for Field Operations).

1. Drops from the rolls PENR/CENR Officers.
2. Approves local degree scholarships for field operations personnel.
3. Approves the preventive suspension of PENRO/CENRO officers and field employees for not more than ninety (90) days for causes provided by law.
4. Approves the detail of field employees from one area to another.

C. ASSISTANT SECRETARY (Refers to the Assistant Secretary for Field Operations - Luzon, Visayas and Mindanao).

1. Approves the participation of CENRO/PENRO personnel in other trainings outside the region.
2. Approves the local travel of PENRO and CENRO officials/ employees outside the province but within the area for not more than 30 days.
3. Approves detail of regional personnel within the area.

D. REGIONAL EXECUTIVE DIRECTOR

1. Details or re-assigns Regional PENRO and CENRO officials/employees to other PENR and CENR Offices within the region.
2. Approves the request for permission to teach and exercise a profession outside of office hours of CENRO/ PENRO personnel.
3. Approves local travel common to CENRO/PENRO employees for travel not exceeding 30 days outside the province but within the region.
4. Approves all other local travels of regional personnel within the region not exceeding 30 days.
5. Approves the appointment of casual, contractual and itemized employees within the region except those that may be delegated to the PENRO, and the appointments of Division Chiefs, CENROs and PENROs.
6. Approves the application for leave of absence with or without commutation, as well as maternity leave with or without pay, for more than thirty (30) days but not exceeding one year of CENRO/PENRO and other regional personnel.
7. Approves the retirement, resignation or dropping from the rolls of CENRO/PENRO and other regional personnel.
8. Approves the participation in local seminars, in in-service trainings and workshops of CENRO/PENRO and other regional personnel outside the province but within the region.
9. Grants merit increases to deserving officials and employees within the region.

10. Orders the investigation of administrative complaints against CENROs/PENROs and regional employees without prejudice to the authority of the Secretary and Undersecretary for Field Operations.
11. Approves as may be specifically delegated, the preventive suspension of CENRO/PENRO and other regional personnel for not more than ninety (90) days for causes provided by law.
12. Approves the clearance of CENRO/PENRO officers, and all the regional personnel provided all accountabilities have been settled.
13. Imposes the penalty for not more than thirty (30) days suspension or fine for an amount not exceeding thirty (30) days salary.
14. Effects the collection of government income derived from sales and lease of government lands, including survey services costs such as the proportionate shares of land in the case of Cadastral survey cost, within their regional jurisdictions.
15. Exercises the powers and prerogatives of the PENRO and CENRO when they are temporarily incapacitated or absent from their post indefinitely or during emergency situations in order not to impair the public service.
16. Approves the local travel of CENRO officials/employees outside the province for not more than thirty (30) days.
17. Performs other functions, responsibilities and authority that may be delegated by the Secretary and by the Revised Administrative Code.

F. PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Approves the appointments and renewal of casual employees in the PENR and CENR Offices provided there are adequate funds for the purpose.
2. Approves local travel for sixteen (16) days to thirty (30) days of CENRO officials/employees outside the CENRO territory but within the province.
3. Details or re-assigns CENRO officials/employees to other CENR Offices within the province.
4. Approves the designation of an employee to perform functions other than those inherent to his position in the PENR Office, provided it does not involve reassignment or detail.
5. Approves the application for leave of absence with or without commutation, as well as maternity leave with or without pay, for more than five (5) days to thirty (30) days of CENRO personnel.
6. Approves the application for leave of absence with or without commutation, as well as maternity leave with or without pay, for more than five (5) days to thirty (30) days of PENRO personnel.
7. Notifies PENRO officials/employees who are absent without official leave.

8. Approves the clearance of CENRO/PENRO personnel provided all accountabilities have been settled.
9. Approves the participation in local seminars, in-service trainings and workshops of CENRO/PENRO personnel to be held within the province.
10. Approves notices of adjustment of salaries and payments pursuant to Budget Circulars and other laws and regulations.
11. Approves the flexi-time schedule of PENRO personnel.
12. Designates an employee to perform functions other those inherent to his position in the PENR Office.

G. COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. Approves the designation of a CENRO employee to perform functions other than those inherent to his position in the CENR Office, provided it does not involve reassignment or detail.
2. Approves the application of leave of absence with or without commutation, as well as maternity leave with or without pay, for not more than five (5) days of CENRO personnel.
3. Notifies CENRO officials/employees who are absent without official leave.
4. Approves the flexi-time schedule of CENRO personnel.
5. Approves local travel for one (1) to fifteen (15) days of CENRO officials/employees outside the CENRO territory but within the province.

This Order takes effect immediately and supersedes DENR Administrative Order No. 20, series of 1988 and all other orders/memoranda that are inconsistent herewith.

FULGENCIO S. FACTORAN, JR.
Secretary

**Administrative Order
No. 38 - A
September 12, 1990**

**SUBJECT: Addendum/Amendment to DENR
Administrative Order No. 38, Series of
1990 Dated April 19, 1990**

In addition to the authorities delegated to the field officers under Administrative Order No. 38, Series of 1990, the following policies/amendments are hereby adopted:

- I. **REGULATORY MATTERS**
 - A. Under the authorities of the Secretary, **item A.4.1** of the subject Administrative Order is hereby amended as follows:
 - A.4.1 Issues Environmental Compliance Certificate (ECC) except for all sand and gravel projects covering an area of one (1) hectare or less based on submitted area-wide assessments done in their respective regions.
 - B. Under the authorities of the Assistant Secretary for Field Operations, **item C.2 (Lands Management)** is hereby amended to include:
 - C.2.3 Approves Contracts for Cadastral and Public Land Subdivision Surveys
 - C. Under the authorities of the Regional Executive Director:
 - a. On Land Management, **Item D.2.4 and D.2.5** is hereby amended as follows:
 - D.2.4 Issues orders of bidding and signs Contracts for Cadastral and Public Land Subdivision Survey Projects including Cadastral Projects broken into modules.
 - D.2.5 Approves and signs Contracts for Module Survey Projects and Public Land Subdivision Surveys including survey of private agricultural lands covered by CARP.
 - b. Item D.4 on Environmental Management is hereby amended to include:

- D.4.5** Issues the necessary Environmental Compliance Certificate (ECC) for all sand and gravel projects covering an area of one (1) hectare or less based on submitted area-wide assessments done in their respective regions. Further, the attached Project Description outline shall be used to determine the environmental acceptability of a project.

Implementation of the above mentioned amendment shall commence on 01 September 1990 such that applications for ECCs on sand and gravel projects received after said date by the EMB shall be transmitted back to the appropriate regions for processing and subsequent issuance thereof.

II. FINANCIAL MATTERS

- A.** Under Part II on Financial Matters, item D on the authorities of the Regional Executive Director is hereby amended to include the following:

D.17 The Regional Executive Director may delegate to any or all the Regional Technical Directors the approval of Requisition and Issue Vouchers, Purchase Orders, Disbursement Vouchers, checks, and other financial documents pertaining to their sectors with amounts not exceeding P100,000.00.

D.18 The Regional Executive Director, who is likewise authorized to approve disbursements up to P200,000.00, may delegate the approval of disbursements and checks and other financial documents pertaining to **general administration** with amounts not exceeding P50,000.00 to any or all of the following officials:

- a) Chief, Administrative Division
- b) Chief, Finance Division
- c) Chief, Planning and Management Division
- d) Regional Technical Directors

III. ADMINISTRATIVE/PERSONNEL MATTERS

- A.** Part III on Administrative/Personnel Matters is hereby amended to include the following:

- H. **Designation of Officers-In-Charge for Limited Duration.**
1. **The Regional Executive Directors and the Provincial Environment and Natural Resources Officers may designate Officers-In-Charge in their absence for a period not exceeding 5 days. The officers referred to here are as follows:**
 - a. **OIC-RTDs and Reg'l Div. Chiefs - by the RED**
 - b. **OIC-PENRO/CENRO and other officers like Project Managers, SLMO, FS III - by the PENRO**
 2. **For absences exceeding 5 days, but not more than 30 days, the designation of Officer-In-Charge shall be done by the following:**
 - a. **OIC-CENRO/PENRO/RTD - by the RED**
 - b. **OIC-RED - by the ASEC for Field Operations**
 - c. **Reg'l Div. Chiefs - by the RED**
 3. **Designation of Officer-in-Charge for a period exceeding 30 days shall be made as follows:**
 - a. **RED - by the Secretary**
 - b. **RTDs/PENROs/CENROs - by the USEC for Field Operations**
 - c. **Reg'l Div. Chiefs - by the RED**
 4. **The Officer-In-Charge designated for a period not exceeding 30 days shall perform the functions and exercise the authority of the regular official except on:**
 - a. **appointment, dismissal, transfer and detail of personnel; and**
 - b. **signing of patents.**
 5. **Officer-In-Charge designated to the posts of RED, RTD, PENRO, or CENRO for a period exceeding 30 days are hereby authorized to perform the delegated functions of regular officers.**

Copies of the orders of designation/delegation shall be submitted, for information and record purposes, to the Office of the Secretary, the Undersecretary for Field Operations, the concerned Assistant Secretary for Operations, the Assistant Secretary for Management Services and the Resident Auditor.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order
No. 40
April 23, 1990

SUBJECT: Transfer of the Administrative Jurisdiction of the Municipalities of Pagalungan and South Upi from CENRO R-12-3B, Maganoy to CENRO R-12-3A, Parang, all of the Province of Maguindanao

In order to facilitate DENR's delivery of service to the people of the Municipalities of Pagalungan and South Upi, considering their distance from CENRO R-12-3B, Maganoy which originally exercises jurisdiction over said areas, administrative jurisdiction over the subject municipalities is hereby transferred to CENRO R-12-3A, Parang, Maguindanao.

The Regional Executive Director and Provincial Environment and Natural Resources Officer 12-3A, Cotabato City shall immediately effect the transfer of all function, records, personnel, fund and other resources of CENRO R-12-3B originally intended for these Municipalities to CENRO R-12-3A, Parang to ensure a continuity of service delivery.

The concerned Local Government Units should be informed of this action to bolster coordination and cooperation in the implementation of DENR programs.

This Order takes effect immediately and amend all orders, memoranda and circulars inconsistent herewith.

VICTOR O. RAMOS
Undersecretary for Field Operations

**Administrative Order
No. 41
April 23, 1990**

**SUBJECT: Amendments to Administrative Order No.
1, Series of 1988**

Administrative Order No. 1, Series of 1988, dated 13 January 1988 is hereby amended as follows:

1. The Forest Management Sector, Land Management Sector, Mines Sector, Environment Sector and Research Sector in the DENR Regional offices shall henceforth be officially referred to as:
 - a) Forest Management Service
 - b) Land Management Service
 - c) Mines and Geosciences Development Service
 - d) Environmental Management and Protected Areas Service. These concerns shall remain as one service in spite of their separation into two budgetary functions the Environmental Management and Protected Areas and Wildlife.
 - e) Ecosystems Research and Development Service

The change of nomenclature focuses on the service orientation of our organizational units without losing their sectoral concerns.

2. The Ecosystems Conservation and Rehabilitation Division of the former Environment Sector now Environmental Management and Protected Areas Service shall henceforth be officially referred to as the Protected Areas and Wildlife Division. The new name reflects its commonly known functions and concerns which the clientele and the public can easily understand and relate to.

All other provisions of Administrative Order No. 1, Series of 1988 remain as prescribed.

FULGENCIO S. FACTORAN, JR
Secretary

Administrative Order

No. 44

May 7, 1990

**SUBJECT: Policies and Guidelines on the Management
of DENR Research and Development
(R&D) System**

Pursuant to Section 17 of Executive Order No. 192 mandating the Ecosystems Research and Development Bureau (ERDB) to coordinate all technological researches being undertaken by the regional offices of the Department of Environment and Natural Resources (DENR) which are hereto referred as the Ecosystems Research and Development Sectors (ERDS) and in order to strengthen and streamline research management of the Department through the ERDB, the following policies and guidelines are hereby promulgated:

Section 1. Statement of Policies

It is the policy of the Department that Research and Development (R&D) activities shall be focused on the most urgent, high priority areas defined to ensure a more rationalized disposition and efficient utilization of the country's natural resources in consonance with the policy focus on ecological balance, ecosystems productivity, equity and social justice. Furthermore, R&D shall also provide the necessary technological backstopping to push development forward in line with the government's desire to maintain the momentum of development in the Philippine economy.

Section 2. Objectives

To establish policies on R and D management systems towards the attainment of a more effective and efficient way of preparing, implementing, evaluating and monitoring DENR and R&D researches.

Section 3. Definition of Terms

3.1 National Research and Development Framework - spells out the general direction for the various integrated ecosystems approach programs and identifies the priority areas or gaps requiring attention. It guides the research sector in formulating activities that are problem and clientele-oriented and should contribute to the overall national as well as regional development goals.

- 3.2 **Research Thrusts/Priority Areas** - refer to the specific research thrusts/priority areas of the region which were identified in the National and Regional R and D Framework.
- 3.3 **Ecosystems Approach** - refers to one which is opposed to a single discipline or commodity. It pertains to holistic, integrated, and interdisciplinary undertakings.
- 3.4 **Ecosystems Research and Development** - is an organized, systematic and scientific search for knowledge leading to an understanding of the relationship or interaction of one component with the other components and the application of such understanding for the protection, rehabilitation, utilization and appropriate management of ecosystems for the welfare of the society.
- 3.5 **Basic Research** - is the experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, with no particular application or use in view.
- 3.6 **Applied Research** - is an original or verifactory investigation undertaken to acquire new knowledge and is directed primarily towards a specific aim or objective to resolve a particular problem.
- 3.7 **Research Proposal** - is a document which defines clearly the objectives/targets; establish the time frame and strategy of actions and specify the resources required to attain the objectives. This is broadly classified into program, project and study.
- 3.7.1 A program involves a group of interrelated or complementing research projects on a multi-disciplinary approach to meet established goals within a specific time frame.
- 3.7.2 A project is a set of interrelated studies or a component of a program to meet pre-determined objectives within a specific frame.
- 3.7.3 A study is a basic unit in the investigation of a specific problem identified under a project. A study could either be classified as short term, or long term. A study shall be classified as short term if it has very minimal funding requirements which does not exceed P5000 and a duration of a year or less, otherwise, the study shall be classified as long term.
- 3.8 **Technology** - is an observation based on research or inventions intended for use by specific clientele with specific problems. The technology may be generated locally, within the country or may be borrowed from other countries which is verified and found applicable in the country.
- 3.9 **Technology Generation** - is the process of conducting research with the primary aim of solving specific problems previously identified. It includes reporting of results obtained.

- 3.10 **Technology Verification** - is the conduct of pilot projects for the refinement of technologies, or the conduct of further research for technologies that are either incomplete or tentative.
- 3.11 **Technology Transfer** - is the process of moving the results of research from the generator to the end-user.
- 3.12 **Packaging of technology** - is the means of processing the information or technology to give it the form, content and language deemed appropriate for acceptance and adoption of the technology by the target clientele.
- 3.13 **Dissemination of technology** - is the process of bringing the packaged technology to the intended end-user through the selected medium (e.g. print, television, radio, etc.)
- 3.14 **National Agriculture and Resources Research and Development Network (NARRDN)** - is a large network established and managed by the Philippine Agriculture, Forestry and Natural Resources Research and Development (PCARRD) with the task of promoting coordination and linkages among agencies and institutions in agriculture, forestry and natural resources sectors.
- 3.15 **Field evaluation** - This shall serve to verify information contained in the quarterly and year-end technical and financial reports and to observe the actual conduct of the activities.
- 3.16 **In-house Review** - Researchers report on the major highlights of the project in a forum with the evaluation team. The evaluation team shall select from among the research reports to be presented in the Regional R and D Highlights and Planning Workshop.

Section 4. Research Management System

4.1 Development of the R and D Framework

Setting directions for research is one of ERDB's primary functions. ERDB must ensure the formulation of a well-defined National R and D framework to be implemented by the DENR R and D network.

The formulated R and D framework shall be reviewed and updated yearly through a series of regional consultation/workshop held simultaneously during the conduct of the yearly Agency In-house Reviews.

4.2 Research and Development Network

The DENR R and D network shall serve as a mechanism to effectively link offices in the Department, each with their respective R and D activities. ERDB shall be the central research coordinating body of the Department,

responsible for the coordination, monitoring and evaluation of all R and D activities in the department. ERDS shall undertake R and D activities on specific and priority areas of investigation within their territorial jurisdiction, while ERDB shall implement basic researches, applied researches which are nationwide in scope and where the technical expertise required is not available in the ERDS.

Both ERDB and ERDS shall represent the Department in the National Agriculture and Resources Research and Development Network (NARRDN).

4.3 Components of the R and D proposal

The research thrusts/priority areas in the National and Regional R and D Framework shall serve as the basis for preparing a research proposal.

To ensure inclusion of salient points in the proposal and to facilitate the review and evaluation processes, the standard format for the preparation of long and short term proposals is shown in Appendix 1. The important parts of a research proposal are as follows:

- 4.3.1 **Title** - This should describe the work scope in specific, clear and concise term.
- 4.3.2 **Importance/Significance of the Study** - This contains the rationale in undertaking the study and the benefits obtainable from the expected results.
- 4.3.3 **Review of literature** - The proposal should be supported by significant recent findings from local and foreign literatures to elucidate the gaps that the proposal tries to fill up.
- 4.3.4 **Objectives** - This should be stated clearly and logically in a realistic and attainable way considering the resources available (manpower, facilities, money) and methods employed.
- 4.3.5 **Methodology** - It should clearly define and discuss in details the manner in which the desired objectives could be achieved.
- 4.3.6 **Activity Schedules** - This includes the specific group of activities in chronological order at various phases of the study and is presented by simple timetables, graphs or charts.
- 4.3.7 **Budget Schedules** - The budgetary requirements of major items should be presented in details broken down on quarterly basis for 1 year and total cost on a yearly basis if proposal extends beyond a year. The major cost items are personal services, maintenance and operating expenses which include travelling expenses, supplies and materials and sundry items, equipment and capital outlay.

Section 5. Qualification of Research Leaders

Qualification and capability of the proponent shall be considered in the formulation and implementation of research proposal. Qualification refers to the level of education while capability refers to the competence of personnel in handling the research study. Only personnel who occupies permanent position shall be allowed to handle program/ project/study leadership. The specialist group whose exposure and experience is directly relevant to the proposal under study may be allowed to assume study/project leadership. Program leadership/coordinatorship shall be given to personnel who specialized in certain field of study.

Research Assistant group and other personnel under plantilla/job contract shall act as co-worker in the preparation and conduct of the study.

Section 6. Processing and Evaluation of R and D proposals

A research proposal undergoes the following process and evaluation system before it is approved for implementation:

- 6.1 Research proposal originating from the ERDS
 - 6.1.1 These proposals shall undergo in-house review through the leadership of the Regional Technical Director for Research (RTD) and shall be duly approved by the Regional Executive Director (RED) before they are submitted in 6 copies to ERDB for evaluation. Such proposals, however, may be referred to the regional consortium to check overlapping or duplication with any on-going, completed or submitted proposals within the region.
 - 6.1.2 At ERDB, the proposal shall be thoroughly reviewed by at least three (3) members of the ERDB Pool of Evaluators which is composed of experts on the subject. If the proposal needs revision or modification after the evaluation, ERDB through its Planning Unit, shall consolidate the comments of the evaluators and transmit the proposal together with the comments to the proponent for revision/incorporation, within a month upon receipt of proposal. In case of conflict of comments and suggestions of evaluators, the evaluators shall sit en-banc to resolve the conflict.
 - 6.1.3 The proponent revises the proposal based on the consolidated comments and then transmits the revised proposal to ERDB for re-evaluation.
 - 6.1.4 The ERDB Pool of evaluators reviews the revised proposals to see to it if the comments are incorporated in the proposal. In some instances, the proponent may discuss the matter with the evaluators or submits a

reaction letter if he does not agree with the whole or a portion of the evaluation report.

6.1.5 After the proposal passes the evaluation process, the ERDB Director indorses the proposal to PCARRD or any funding agency for clearance/approval and funding. In cases where fund source is from the general appropriation of the regional office, the ERDB Director shall indorse the proposal to the Regional Executive Director for approval. Only proposal which has passed the evaluation on or before the 3rd week of September of the current year are eligible for inclusion in the R&D activities for the following budget year.

6.2 ERDB initiated proposal shall be reviewed and evaluated by both the Section Chief and Division Chief of the proponent. After a thorough review, the Division Chief shall indorse the proposal to the Director for rigid evaluation following the system described in Sections 6.1.2 to 6.1.5. When fund source is the general appropriation of the bureau, the ERDB Director shall approve the proposal.

6.3 R and D proposal prepared by other research institutions/organizations and submitted to DENR for funding shall also undergo the above described processes of evaluation, and the Undersecretary for Environment and Research shall indorse it to the Secretary for approval and possible funding.

6.4 The R&D Projects Evaluation System is shown in appendix Figures Nos. 1-4.

Section 7. Implementation of R&D Programs/Projects/ Studies

7.1 The ERDS RTDs shall be responsible in the implementation of programs/projects/studies within their respective territorial jurisdiction. These projects may take the form of regular, special, foreign funded and pilot projects. For research projects that require replication in 2 or more regions, however, ERDB shall serve as coordinator of the said research programs/projects/studies. Subject to the approval of the Undersecretary for Environment and Research and the Undersecretary for Field Operations, ERDB shall have the responsibility of deploying equipment and other logistic requirements from one involved region to another.

7.2 In regional offices where technical expertise required of the program/project/study is not available, but is available at ERDB, ERDB shall provide the necessary manpower to conduct the said program/project/study.

7.3 ERDB shall provide technical assistance to ERDS in the implementation phase of the study in case expertise is lacking in the region. Prior to implementation, the proponent through the RED shall submit to ERDB a schedule of implementation together with a copy of the approved proposal.

reaction letter if he does not agree with the whole or a portion of the evaluation report.

- 6.1.5 After the proposal passes the evaluation process, the ERDB Director indorses the proposal to PCARRD or any funding agency for clearance/approval and funding. In cases where fund source is from the general appropriation of the regional office, the ERDB Director shall indorse the proposal to the Regional Executive Director for approval. Only proposal which has passed the evaluation on or before the 3rd week of September of the current year are eligible for inclusion in the R&D activities for the following budget year.
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- 7.2 In regional offices where technical expertise required of the program/project/study is not available, but is available at ERDB, ERDB shall provide the necessary manpower to conduct the said program/project/study.
- 7.3 ERDB shall provide technical assistance to ERDS in the implementation phase of the study in case expertise is lacking in the region. Prior to implementation, the proponent through the RED shall submit to ERDB a schedule of implementation together with a copy of the approved proposal.

- 7.4 It shall be the responsibility of the RTD/RED and the assigned ERDB evaluator to see to it that programs/ projects/studies are implemented based on the approved project design and scheme of implementation.

Section 8. Reports

- 8.1 All program/project/study leaders shall submit to ERDB the quarterly Work and Financial Plan on a study basis following Appendix Form No. 4 and narrative quarterly and year-end accomplishment reports following Appendix Form Nos. 2 and 3 for monitoring and evaluation purposes. Quarterly and year-end reports shall reach the ERDB every first week of the ensuing month and year, respectively. Likewise, ERDS shall furnish ERDB a copy of pertinent documents such as a copy of the proposals in the pipeline together with its status, on-going studies (in case the proposals and on-going studies did not pass ERDB's evaluation mechanism) terminal reports of completed studies following Appendix Form No. 5 and results of evaluation being conducted by the evaluators other than ERDB.

ERDB shall consolidate all reports of ERDS and submit consolidated reports to the Secretary before the 15th of the ensuing month or year.

Section 9. Monitoring and Evaluation of R and D Activities

ERDB shall spearhead the conduct of a yearly field evaluation and in-house review of previous year's ongoing and completed program/project/study in each regional office. The members of the Evaluation team shall come from ERDB and ERDS pool of evaluators. Representative from member agencies of NARRDN and Planning and Policy Studies Office of the DENR shall be invited to participate in the in-house reviews.

The evaluation team shall report findings on the effective implementation of the program/project/study and recommend solutions to the problems/difficulties encountered. They may also recommend continuation or termination of the program/project/study based on the findings of the evaluation. Major revisions requiring changes in the organizational structure, methodology and termination of the program/project/study, etc. shall be decided upon by the funding or approving agency. The Regional Technical Director for Research representing the Regional Executive Director or the ERDB Director, as the case may be, may decide on minor revisions recommended for the program/project/study. The researcher concerned shall be furnished a copy of the evaluation report.

The flowchart of the detailed process of evaluation and monitoring of R and D projects for the DENR Research Sector is shown in Appendix B.

Section 10. Research Management Information Systems (RMIS)

This system is the information processing support for the DENR R and D network. It shall be capable of supporting on-line data entry for updating and inquiry on the research project and/or about any project in the file and shall consist of 2 sub-systems:

- 10.1 Data bank for all terminal reports/abstracts of completed researches and human resources of the DENR R and D Network.
- 10.2 Research Monitoring System developed to control and monitor files of proposals, new and ongoing research programs/projects/studies including all relevant budgetary, personnel and logistics information.

ERDB, through its Planning and Management Information Services Unit, shall spearhead the development of the RMIS and shall be responsible in the training of the regional staff in implementation of the system in their respective offices. ERDS shall in turn be responsible for the acquisition of the necessary hardware to support the system.

Section 11. Technology Transfer

Information/data derived through research should be compiled, classified and translated into packaged information in the kind of language that is understood by the target clientele.

- 11.1 ERDS shall be responsible for the compilation, classification, organization and integration of information/data derived from their respective territorial jurisdiction while information/data from international and national sources shall be the main concern of ERDB.
- 11.2 Documentation through writing, use of photos/slides, radio/T.V. coverage, and/or video/cassettes of topics of regional coverage shall be the task of ERDS while ERDB shall deal on topics of national concern or coverage.
- 11.3 Packaging of information/data shall be done through print (such as newsletter, journal, how to's) broadcast on Radio or T.V. or Audio-visuals.

ERDB shall be responsible for the publication of Canopy, Sylvatrop Journal, How to's, RISE. On the other hand, Regional DENR newsletter, Techno Transfer Bulletin and translated versions of How to's and RISE shall be the main concern of ERDS. Furthermore research results for technical publications shall be submitted to ERDB for review and publication.

- 11.4 ERDS shall spearhead the dissemination of information/ extension work/establishment of demonstration farms in their respective territorial jurisdiction, ably supported in terms of technical expertise and/or logistics by ERDB whenever available. ERDB shall provide copies of publications such as Canopy, How to's, RISE, Sylvatrop to ERDS and other clientele.
- 11.5 ERDB and ERDS shall monitor and evaluate the adoption of technologies by the target clientele. Likewise, ERDB and ERDS shall be responsible for institutionalizing a mechanism for feedback and impact assessment on the results of researches or technology developed. Unlike ERDS which shall cover technologies of regional coverage, ERDB on the other hand, shall take charge of technologies which are national in scope.
- 11.6 The DENR shall retain proprietary rights over the results of completed researches or parts thereof, and the dissemination, publication, or commercialization of such can only be effected with the express permission of the DENR.

Section 12. Repealing Clause.

All orders, circulars, memoranda and other issuances which are inconsistent herewith are hereby revoked, amended or modified accordingly.

Section 13. Effectivity.

This order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Recommending Approval:

CELSO R. ROQUE
Undersecretary for Environment
and Research

VICTOR O. RAMOS
Undersecretary for Field Operations

Administrative Order
No. 45
May 08, 1990

SUBJECT: Delineation of Territorial Jurisdiction of the Community Environment and Natural Resources Offices (CENROs) in the National Capital Region

In the interest of the service and in order to further enhance the efficiency and effectiveness of delivery of public service and to enable the implementation of the various plans, programs and projects of the National Capital Region in a judicious and equitable manner taking into account the Congressional Districts and number of population, the territorial jurisdictions of the three (3) DENR Offices in the National Capital Region, are hereby delineated, as indicated in the attached maps, as follows:

OFFICE	TERRITORIAL JURISDICTION
1. North CENRO	Quezon City, Caloocan City, Pasig, Marikina, Mandaluyong, San Juan, covering 20,941 hectares with a population of 3,940,646
2. West CENRO	Manila, Valenzuela, Malabon, Navotas covering 8,796 hectares with a population of 2,901,168
3. South CENRO	Pasay City, Makati, Paranaque, Taguig, Pateros, Las Piñas, Muntinlupa covering 17,083 hectares with a population of 2,329,146

The Regional Executive Director is hereby authorized to establish the CENRO offices in specific locations within their jurisdiction as may be found strategic for operations and convenient for public service.

This Order shall take effect immediately and all previous administrative issuances inconsistent herewith are revoked.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order

No. 49

May 25, 1990

SUBJECT: Delegation of Authority to Officials Involved in the Implementation of the Palawan Integrated Area Development Project (PIADP)-DENR Component and the RP-Japan Crocodile Farming Institute (CFI)

1. In line with the decentralization thrust of the Department and in order to streamline and strengthen the functional relationships among various DENR Offices/ units involved in the implementation of the Palawan Integrated Area Development Project (PIADP) - DENR Component and the RP-Japan Crocodile Farming Institute (CFI), for greater effectiveness and efficiency in project operations, the following specific functions and authorities are hereby delegated to the concerned officials, to wit:

SPECIFIC FUNCTION

PERFORMING OFFICIALS

**Recommending
Official**

**Approving
Official**

- | | | | |
|---|--|---|-----------------|
| a. | Appointment/Designation or removal of Project Managers (PM)/Project Directors (PD), Asst. Project Managers (APM)/ Deputy Project Directors (DPD) | Regional Executive Director (RED) through Asst. Secretary (ASEC) for FASPO, Undersecretary (USEC) for PPPMO and Undersecretary for Field Operations | Secretary |
| b. Designation, removal, re-assignment of personnel (regular/permanent) detailed in the Project below the rank of APM/DPD | | | |
| b.1 | personnel from Central and other Regional Offices | PM/PD thru FD | ASECs concerned |
| b.2 | personnel from Regional/ Provincial Office (Region 4) | PM/PD thru Provincial Env't. and Natural Resources Officer (PENRO) | RED |

- c. Appointment or removal of contractual//casual project personnel
 - c.1 casual/emergency personnel Project Administrative Officer PM/PD
 - c.2 contractual personnel PM/PD thru PENRO RED
- d. Approval of Work and Financial Plan, Travel Plan, Procurement Plan including revisions/re-alignment thereof
 - d.1 Annual W & F Plans PM/PD thru RED ASEC for FASPO
 - d.2 Monthly/Quarterly W & F Plans PM/PD thru PENRO RED (cc: ASEC for FASPO)
 - d.3 Monthly/Quarterly Travel/ Procurement Plans PM/PD PENRO
- e. Travel orders and itinerary of travels
 - e.1 Project Manager/Project Director PENRO
 - e.2 Project Personnel APM/DPD PM/PD
- f. Approval of Cash Advances for payment of project expenses
 - f.1 **personal services**
 - f.1.1 cash advance covering amounts not exceeding P200,000.00 PM/PD PENRO
 - f.1.2 cash advance covering amounts above P200,000.00 but not exceeding P300,000.00 PM//PD thru PENRO RED
 - f.1.3 cash advance covering amounts above P300,000.00 but not exceeding P500,000.00 ASEC FASPO USEC for PPPMO

f.1.4	cash advance above P500,000.00	USEC PPMO	Secretary
f.2	non-personal services		
f.2.1	cash advance not exceeding P20,000.00	PM/PD	PENRO
j.	Contract for Civil Works awarded thru local/international competitive bidding		
j.1	not more than P300,000.00	PM/PD thru PENRO	RED
j.2	more than P300,000.00 but not exceeding P500,000.00	RED/ASEC for FASPO	USEC for PPPMO
j.3	more than P500,000.00	USEC for PPPMO	Secretary
k.	Approved Authority including Awarding of contract for Civil Works to be implemented by administration/force account		
k.1	not exceeding P200,000.00	PM/PD	PENRO
k.2	above P200,000.00 but not exceeding P300,000.00	PM/PD thru PENRO	RED
k.3	above P300,000.00 but not exceeding P500,000.00	RED/ASEC for FASPO	USEC for PPPMO
k.4	above P500,000.00	USEC for PPPMO	Secretary
l.	Plans, Designs/Specifications and Cost Estimates for Civil Works and Equipment		
l.1	not exceeding P200,000.00	PM/PD	PENRO
l.2	above P200,000.00	PM/PD	RED

m. Change Orders/Extra Work Orders on Civil Works

m.1	not exceeding P50,000.00	PM/PD	PENRO
m.2	above P50,000.00 but not exceeding P75,000.00	PM/PD thru PENRO	RED
m.3	above P75,000.00 but not exceeding P125,000.00	PM/PD thru RED, ASEC for FASPO	USEC for PPPMO
m.4	above P125,000.00	PM/PD thru USEC For PPPMO	Secretary

n. Cancellation and/or termination of on-going contracts and prosecution thereof for damages arising from breach of the same

n.1	not exceeding P300,000.00	PM/PD thru PENRO	RED
n.2	above P300,000.00 but not exceeding P500,000.00	PM/PD thru RED, ASEC for FASPO	USEC for PPPMO
n.3	above P500,000.00	PM/PD thru USEC for PPPMO	Secretary

g. RIV's and purchase/letter orders for office, nursery, agricultural animal, supplies and materials including contracts for non-personal services, provided that no splitting of requisitions, purchases/services shall be made

g.1	amounts not exceeding P100,000.00	APM/DPD	PM/PD
g.2	above P100,000.00 but not exceeding P200,000.00	PM/PD	PENRO
g.3	above P200,000.00 but exceeding P300,000.00	PM/PD thru PENRO	RED
g.4	above P300,000.00 but not exceeding P500,000.00	ASEC FASPO	USEC for PPPMO
g.5	above P500,000.00	USEC PPPMO	Secretary

h. ROA and Disbursement Vouchers for payment of project expenses

h.1	not exceeding P100,000.00 (except ROA)	APM/DPD	PM/PD
h.2	above P100,000.00 but not exceeding P200,000.00	PM/PD	PENRO
h.3	above P200,000.00 but exceeding P300,000.00	PM/PD thru PENRO	RED
h.4	above P300,000.00 but not exceeding P500,000.00	ASEC FASPO	USEC for PPPMO
h.5	above P500,000.00	USEC PPPMO	Secretary

i. Signing of checks

i.1	for amounts not exceeding P5,000.00	Cashier as countersigning official (C.O)	APM/DPD if detailed Admin. Offcr. (PENRO Off.)
i.2	above P5,000.00 to P100,000.00	APM/DPD, if detailed Permanent otherwise Admin Officer as C.O.	PM/PD if de- tailed per- manent otherwise PENRO
i.3	above P100,000.00 but not exceeding P200,000.00	PM/PD if detailed permanent otherwise Admin Officer as C.O.	PENRO
i.4	above P200,000.00 but not exceeding P300,000.00	PENRO as C.O.	RED
i.5	above P300,000.00 but not exceeding P500,000.00	RED as C.O.	USEC for PPPMO
i.6	above P500,000.00	USEC for PPPMO as C.O.	Secretary

- o. **Participation/Nomination of project personnel in local seminars, in-service trainings, workshops, conferences, scholarships, etc.**
 - o.1 within the province PM/PD PENRO
 - o.2 within Region IV PM/PD thru PENRO RED
 - o.3 National (and other Regions) PM/PD/PENRO thru RED ASEC for FASPO
- p. Foreign Travels (Project-related) PM/PD/PENRO/RED/ ASEC for FASPO/ USEC for PPPMO thru DENR Scholarship Committee Secretary

The RED/PENRO and other offices/units concerned are hereby directed to provide assistance to the project with the required technical and administrative/fiscal facilities and personnel in order to carry out effectively and efficiently the above delegated authorities.

All other provisions of A.O. 17 series of 1988, as amended, and/or other DENR issuances relative to implementation of foreign-assisted projects which are consistent with the above delegated authorities shall remain applicable for the above projects.

This order shall take effect immediately and shall remain in force unless otherwise revoked/repealed in writing.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order

No. 52

June 4, 1990

SUBJECT: Amending Department Administrative Order Nos. 116 and 116-A Regarding 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 Nos. 116 and 116A, Series of 1989 are 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 Program Coordinating Office (NPCO). The following functions are hereby assigned/delegated to the respective officials concerned:

PERFORMING OFFICIALS

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

c.2	Monthly/Quarterly Plan	NPCO Actg. Prog. Coord. or Asst. Program Coord. and HRD Service Chief	SCO Director
D.	Participation/nomination of project personnel in local seminars, in-service training, workshop, Conference, Scholarship, etc.	NPCO Actg. Prog. Coord. or Asst. Program Coord. and HRD Service Chief	SCO Director
E.	Allocation/use of Program Based equipment & vehicles	NPCO Actg. Prog. Coord. and SCO Director	USEC Field Operations or Secretary
F.	Approval of Travel Orders, Itinerary of Travel, and PAL orders	NPCO Asst. Prog Coordinator	NPCO Acting Program Coordinator
G.	Authority to enter into Contract Reforestation & other NFP related Contracts of		
	not more than 500 ha.	NPCO Acting Program Coordinator or Asst. Program Coordinator	ASEC for Mgt. Services or SCO Director
-	more than 500 ha. but not exceeding 750 has.	SCO Director/Asec for Management Services	USEC for Field Operations
-	more than 750 ha. but not exceeding 2,000 ha.	USEC for Field Operations	Secretary

The herein delegated authority applies both to contracts awarded through bidding as well as those awarded through negotiation without prejudice, with regard to the latter, to the provisions of Sec. 2, Executive Order No. 301.

H. Financial Matters

I. Request for Obligation of Allotment and Voucher for Payment

- | | | | |
|---|--|---|---|
| - | not more than P 50,000 | NPCO Assistant
Program Coordinator | Acting
Program
Coordinator |
| - | more than P 50,000 but
not exceeding P 1M | NPCO Acting
Program Coord.
or Assistant
Program Coord. | Asec for
Management
Services or SCO
Director |
| - | more than P 1M but not
exceeding P 2M | Asec for Mgt.
Services or SCO
Director | USEC for PPPMO
or USEC for Field
Operations |
| - | more than P 2M | USEC for PPPMO or
USEC for Field Operations | Secretary |

II. Signing & Counter-signing of Checks

- | | | | |
|---|--|--|---|
| - | not more than P 50,000
Program Coord. | | NPCO Acting |
| - | not more than P 1M | | Asec for Mgt.
Services or
SCO Director |
| - | not more than P 2M | | USEC for PPPMO
or USEC Field
Operations |
| - | more than P 2M | | Secretary |

The ASEC for FASPO and USEC for PPPMO will still coordinate with the concerned funding institutions in coordination with the NPCO Acting Program Coordinator and SCO Director who is Chairman of the Program Steering Committee.

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

FULGENCIO S. FACTORAN, JR.
Secretary

**Administrative Order
No. 53
June 4, 1990**

SUBJECT: Further Strengthening the ISF National Program Coordinating Office, the Social Forestry Division of the Forest Management Bureau, and Establishing Interim DENR Social Forestry Units in the Regional and DENR Offices

Pursuant to Executive Order No. 192, LOI 1260 implementing the Integrated Social Forestry (ISF) Program the Comprehensive Agrarian Reform Law, and in line with the policies set in DAO No. 97 Series of 1988 and DENR Special Order No. 790 Series of 1989, and to further strengthen the different units of the DENR which are responsible for the effective and more vigorous implementation of the Social Forestry Program at all levels, the following interim measures are hereby promulgated.

SECTION 1. NATIONAL COORDINATING OFFICE FOR I.S.F. There is hereby established in the National Coordinating Office for ISF a **GENERAL TECHNICAL STAFF** with the following functions and responsibilities

- a. Assists the National Coordinator for ISF in the development and formulation of ISFP policies, rules and regulations, guidelines and procedures related to ISF Program development and implementation;
- b. Provides assistance in coordinating the implementation and execution of ISF policies, plans and projects at all levels;
- c. Assists in the monitoring and evaluation of social forestry field activities and performance;
- d. Prepares periodic reports on activities and accomplishments for submission to the Executive Committee of the ISF Program;
- e. Provides technical and administrative support to the National Secretariat of the ISF Program;
- f. Assists the National Coordinator for ISF in Liaisoning with other Government Agencies and in coordinating with interdepartmental implementing bodies for smooth ISF Program implementation;
- g. Assists the National Coordinator for ISF in establishing linkages with other Government Agencies (OGASs) and Non-Government Organizations (NGOs) for technical and material assistance to the ISF Program;
- h. Plans and coordinates social forestry technology delivery system, including the packaging and dissemination of agroforestry technologies and livelihood

enterprises for upland communities in coordination with the Social Forestry Division of the FMB;

- i. Designs and produces extension literatures and other audio-visual materials to promote the integrated social forestry program;
- j. Prepares guidelines and assists in coordinating the execution and implementation of a continuing community forest conservation education program and information, communication activities by field offices in support of the integrated social forestry program; and
- k. Performs other functions which may be assigned to it.

SECTION 2. SOCIAL FORESTRY DIVISION OF FMB. There is hereby established an interim Section in the Social Forestry Division of the Forest Management Bureau to be known as PROGRAM DEVELOPMENT SECTION, which shall formulate, develop and recommend policies, plans, programs and guidelines on the establishment and development of Social Forestry Project areas; setting of project goals, schedules and resource allocations for ISFP and other social forestry-related or community-based projects; conduct surveys, studies and analysis of ISFP and other social forestry related projects; monitor and evaluate ISFP and other social forestry related programs/projects, in coordination with the GENERAL TECHNICAL STAFF; and carry out other functions which may be assigned to it.

SECTION 3. ROLE OF REGIONAL EXECUTIVE DIRECTOR.

The Regional Executive Director (RED) shall be responsible for the effective implementation of the Integrated Social Forestry Program at the regional level. The Regional Technical Director for Research (RTD for Research) shall directly assist the RED, and all the other RTDs shall likewise provide the necessary technical support to the Program.

SECTION 4. REGIONAL SOCIAL FORESTRY DIVISION.

An Interim SOCIAL FORESTRY DIVISION is hereby established in each DENR Regional Office under the supervision of the RTD for Research, which shall provide administrative and technical support to the Regional Executive Director and the ISFP Regional Coordinating Group, in the implementation and execution of the ISFP policies, plans, and projects, including the identification, establishment and development of projects, the monitoring and evaluation of field activities, processing of applications for Certificate of Stewardship Contracts, preparation of periodic reports on ISFP projects and other social forestry related programs/projects, the conduct of community forest conservation education campaign; surveys, studies and analysis of ISF and other social forestry related projects; and carry out other functions which may be assigned to it.

SECTION 5. The Forest Management Specialist at the Provincial Environment and Natural Resources Office shall assist the PENRO in the implementation and execution of ISF policies, plans and projects, the processing of application for CSC, preparation of periodic reports, and carry out other functions that may be assigned to him.

SECTION 6. C.E.N.R.O. SOCIAL FORESTRY SECTION. There is hereby established in each CENRO Office an **Interim Social Forestry Section** which shall provide administrative and technical support to the CENRO in the implementation and execution of ISF policies, plans, and projects the processing of applications for CSC, preparation for periodic reports, and shall carry out other functions which may be assigned to it.

SECTION 7. STAFFING PATTERN. The National Program Coordinator for ISF shall prepare and submit to the DENR Secretary for approval the staffing pattern for the interim units hereinabove established.

SECTION 8. RECRUITMENT. The Regional Technical Directors shall create regional Committees to be headed by the RTDs for Research with the RTDs for Forestry and Administrative Service Chiefs as members, which shall recruit the Officer-in-Charge of the Social Forestry Divisions, based on the following criteria:

- a. A DENR permanent employee holding a position Grade 18 or higher;
- b. At least five (5) years work experience in social forestry and related field;
- c. A registered Forester or non-Forester Career Service Professional eligible;
- d. Have undergone at least 150 hours of training in forestry extension or social forestry; and
- e. Must pass the oral and written examination to be administered by the National Coordinating Office for ISF Social Forestry Division.

SECTION 10. STAFFING. The DENR Secretary shall designate upon recommendation of the National Coordinator for ISF and the Regional Executive Directors the Officers-in-Charge of the Regional Social Forestry Division.

The Regional Executive Directors shall designate the OICs of the CENRO Social Forestry Sections, and the other personnel of the Social Forestry Division of the Region.

The CENROs shall designate the other personnel of the CENRO Social Forestry Section.

The present personnel at the Social Forestry Units in the Regional Office and CENRO shall form the nucleus of the units hereinabove established. In the event of lack of qualified personnel in the existing units, the REDs are hereby authorized to assign to these new units on detailed basis, qualified personnel from other units, provided that the same shall not jeopardize the smooth operations of the office.

The FMB Director shall designate the Officer-in-Charge of the Program Development Section of the Social Forestry Division, and in the absence of existing qualified personnel, shall hire qualified casual employees whose wages shall be charged against FMB-ISF and/or ISF-CARP allotment.

SECTION 11. EFFECTIVITY. This Order shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order
No. 61
June 25, 1990

TO: All Regional Executive Directors and All Concerned

SUBJECT: Revised Performance Evaluation Guidelines for Timber License Agreement (TLA) Holders

In order to determine the degree of compliance of all Timber License Agreement (TLA) holders with existing forestry laws, rules and regulations, and to provide a standardized system for evaluation and reporting, a revised performance evaluation guidelines and format is hereby prescribed for adoption.

Performance evaluation of timber license agreement shall be undertaken by respective regional field evaluation teams, unless Central Office teams are necessary, requested and/or instructed to do so. Each team shall be composed of a Team Leader, who should hold a position of at least Forestry Supervisor I or its equivalent, and two (2) members, who should hold a position of at least Senior Forester or its equivalent. The said teams shall adopt the attached "Instructions to Field Evaluation Teams (FMB-PE Form No. 1)". Likewise, all data/information entries shall be indicated in the attached "Performance Evaluation Sheet (FMB-PE Form No. 2)".

Performance evaluation shall be undertaken on a yearly basis. Evaluation reports shall be submitted to the Secretary of Environment and Natural Resources, Attn.: The Undersecretary for Field Operations. The Office of the Undersecretary for Field Operations shall forward the same to the Director of the Forest Management Bureau for evaluation and analysis.

Evaluation results shall serve as basis for renewals/conservations, suspensions, cancellations and such other sanctions as are necessary.

This Order shall take effect immediately. All Orders, issuances and instructions which are inconsistent herewith are hereby repealed or amended accordingly.

FULGENCIO S. FACTORAN, JR.
Secretary

Recommending Approval:

CIRILO B. SERNA
Director

INSTRUCTIONS TO FIELD EVALUATION TEAMS

(The instructions herein refer to methods of getting data and information required in the Performance Evaluation Data Sheet)

A. BASIC INFORMATION

Inquire from the PENRO/CENRO Office concerned on the Company's file and fill in the necessary information on Items I to 9. Indicate the date of evaluation and period covered on Items 10 and 11.

B. PERFORMANCE

I. FOREST PROTECTION

1. Secure a copy of the company's **Integrated Annual Operations Plan, Annual Concession Report and the five-Year Forest Protection Plan (if available)** covering the period under review and determine whether or not these have been submitted to and approved by the Director or Regional Executive Director concerned. Indicate under "REMARKS" the date of submission, if submitted, date of approval, if approved, or status if not yet approved.
2. **Forest Protection Facilities/Personnel**
 - 2.1 Secure a copy of the licensee's organizational chart and certified list of employees. Determine the number, employment status and other information on forest protection personnel. Determine how many are deputized, not deputized, or pending deputation. For deputized concession guards, secure copy/ies of deputation papers.
 - 2.2 Determine/verify the existence of communication, transportation, and other facilities and indicate the degree of use whether the same are mainly used in forest protection work or for any other purpose(s).
 - 2.3 Secure a certified list of concession guards stating patrol sector assignment (Sitio, Barrio & Municipality), dates of employment, nature of employment (i.e., whether daily, monthly or annually), wages/salary and SSS number. For deputized concession guards, secure copy of deputation papers. Include the list as an Annex to the report, indicating under "REMARKS" the annex reference number. State the existence, if any, of alternative forest protection schemes employed by the licensees. State your impression of the effectiveness of the licensee's forest protection work.

2.4 Determine/verify the number of patrol headquarters/ lookout towers constructed and operationalized.

3. **Forest Occupancy Management**

3.1 Determine/verify the extent of kaingin clearings, specifically the area and number of forest occupants, within the licensed area. The new clearings and expansion of old kaingins during the period under review should be indicated. Secure a certified list of kaingineros indicating opposite their names, date of entry, number of dependents, approximate area occupied and type/kind of improvements introduced.

3.2 Determine the number of forest occupants employed by the company.

3.3 Find out if an Integrated Social Forestry Project (ISF) exists within the license area and indicate the number of Certificates of Stewardship Contract issued with the corresponding area covered.

Indicate required information and observations under "REMARKS", i.e., information on cases filed in court, cases prosecuted, and/or convicted. Also indicate other company initiated activities which benefit the forest occupants.

4. Determine/verify the incidence of forest fires and/or pests and diseases and other related information during the period under review.

5. Determine/verify the incidence of illegal removal of forest products and wildlife in the area, if any, indicate these in Item 6.

6. Check PENRO/CENRO records for violations of forestry laws, rules and regulations including cancellation/ suspension/log ban if any, indicate these in Item 7.

II. **REFORESTATION**

1. **Reforestation Plan**

1.1 Secure a copy of the company's Five/Seven-Year Reforestation Plan/Integrated Annual Operations Plan and check appropriate box noting compliance on submission and approval of the same. Indicate under "REMARKS" information required, giving emphasis on annual establishment goals, species choice and other relevant information.

2. Nursery Operations

- 2.1 Determine the number of existing nursery/ies and the corresponding location, area and seedling capacity.
- 2.2 Determine the number of seedlings by species raised/ maintained in the nursery/ies. Indicate whether these are potted, bareroot, balled, etc.
- 2.3 Determine the existing facilities/structures with the corresponding measurement and built (i.e., concrete, semi-concrete, etc.) within the nursery.
- 2.4 Determine the number and type of existing tools and equipment and indicate whether these are serviceable or not.

3. Plantation Establishment

- 3.1 Determine the company's goal for the period under review from the company's Integrated Annual Operations Plan.
- 3.2 Indicate the areas reportedly planted based on their reforestation accomplishment report for the period under evaluation.
- 3.3 Verify on the ground the area reported as planted during the period under review. Indicate the actual area successfully planted/established. Likewise, determine whether or not the entire established plantation for the period under review are within the license area.
- 3.4 Secure a copy of the reforestation progress map with a scale of 1:20,000 and locate thereon the company's accomplishments in reforestation since approval of timber license/lease. The map should reflect year planted, area planted, species planted, etc. and should be attached in the report.
- 3.5 Indicate under "REMARKS" pertinent information/ observation on plantations management and protection.

4. Plantation Survival Rate

- 4.1 Those sample sites for each of the year under evaluation. Take an inventory of seedlings planted (using a 2% sampling intensity) and fill in the necessary data under Item 4.
- 4.2 Percent survival shall be computed by using the following formula:

$$\% \text{ Survival} = \frac{\text{Total No. of seedlings tallied from sample plots established}}{10,000 / \text{spacing} \times \text{area of the sample plot (ha.)} \times \text{no. of sample plots established}} \times 100$$

5. Reforestation Deposit

- 5.1 Secure a xerox copy of the official receipts of payment of the Reforestation Deposit pursuant to DENR Administrative Order No. 79, Series of 1987, as amended and indicate relevant information in Item 5. Attach xerox copies of the official receipts of reforestation deposits as part of the report.

6. Reforestation Personnel

- 6.1 Determine the number of personnel involved in reforestation indicating position, nature of employment and corresponding compensation.

III. TIMBER MANAGEMENT AND HARVESTING OPERATIONS

A. HARVESTING OPERATIONS

1. Timber Management Plan

- 1.1 Secure a copy of the licensee's Timber Management Plan (TMP) covering the period under review and check appropriate book noting compliance on the submission and approval of said TMP.

2. Integrated Annual Operations Plan

- 2.1 Request for a copy of the IAOP for the period under review and check appropriate box noting compliance on the submission and approval of same.

3. Harvesting Annual Operations Plan

3.1 Number of Yarding/Skidding Unit

From the TLA's Annual Concession Report for the period under review, determine the number of yarding/ skidding units employed.

3.2 Area Logged and Volume Harvested:

Secure from the (CENRO) office concerned the following:

- a. Area logged and volume harvested during the period under review.

- b. A copy of logging progress map and determine whether logging operations were conducted as per approved Integrated Annual Operations Plan. Fill in the information called for in Item 3.2 (area logged and volume harvested).

3.3 Tree Marking

- 3.3.1 From the company's records, determine the actual number of set-ups logged during the period under review. Out of the total number of set-ups logged, determine how many were tree marked and not tree marked. Verification shall be done in at least 20% of the total number of logged set-ups.
- 3.3.2 A representative sample plot with an area of 0.1 hectare (1,000 m²) shall be established at random within the set-ups to be verified. Determine through ocular inspection whether or not the residuals within the sample plot were marked.

3.4 Residual/Mother Tree Recovery

3.4.1 Residual/Mother Tree Distribution

Select at random set-ups to be sampled on logged over areas during the period under review in accordance with the following intensities:

<u>logged set up per year</u>	<u>No. of set-ups to be verified</u>
1 - 5	1
6 - 10	2
over 10	2 + 1 set-ups for every additional 10 set-ups or fraction thereof.

Based on the set-ups sampled observe whether or not the marked undamaged/healthy residuals/ mother trees are properly distributed throughout the set-ups and check appropriate box on observations.

3.4.2 Post Harvest Stand and Stock Table

For Dipterocarp Forest

Conduct strip sampling in the set-ups selected as follows:

- a. establish two (2) perpendicular sampling strips 20 m. wide each, intersecting at the center of the set-up and following the cardinal directions;
- b. tally all residuals (healthy and damaged) and all stumps 20 cm. & up, found within the sampling strips;
- c. if any of the strip follows a road or a cableway, deviate the strip up to a 45° angle on either side;
- d. start the inventory from the edge of the log landing and proceed up to the set-up boundary;
- e. fill in the inventory data on appropriate field inventory sheets and sketch roughly at the back of the field sheet the set-up sampled including the set-up number, strips sampled, log landing, roadways, creeks and other features;
- f. summarize all the field inventory data gathered in the Table under Item 3.4.2 (Post-harvest stand/stock table); and
- g. attach the inventory data sheets as Annexes to the report.

Conduct inventory of all mother trees in the set-ups selected as follows:

- a. secure a copy of the company's tree making report for the selected set-up.
- b. conduct an on-going verification at one hundred percent (100 %) inventory of all marked mother trees left in the set-up by cross-checking in the field what was indicated in the tree marking report.
- c. tally all mother trees (healthy and damaged) and all stumps (mother trees) found within the set-up.
- d. start the inventory from mother tree marked number one (1) and proceed consecutively up to the mother tree bearing the last number.
- e. fill in the inventory data on appropriate field inventory sheets and sketch roughly at the back of the field sheet the set-up sampled including the set-up number, strips sample, log landing, roadways, creeks and other features;
- f. summarize all the field inventory data gathered in the Table under Item 3.4.2 (Post-harvest stand/stock table); and
- g. attach the inventory data sheets as Annexes to the report.

3.4.3 Evaluation of logging site

With the aid of a topographic map or an altimeter and/or other elevation measuring instrument available for the purpose determine the highest and lowest elevation of the logged-over areas for the period under review.

3.4.4 Slope of logging site

With the aid of an abney hand level or a relascope and/or other slope measuring instrument available for the purpose determine the highest and lowest slope of the logged-over areas for the period under review.

3.4.5 Determine whether or not cutting of trees was conducted within twenty (20) meters strip along the edge of rivers and streams with channels of at least five (5) meters and fill-in the desired information in the field sheet.

3.5 Allowable Clearings

3.5.1 Determine whether or not logging roads were laid-out and constructed as specified in the approved Operations Plans.

3.5.2 Determine the corresponding length and average width of cleared road-right-of-way and roadway for main, spar, and skid roads.
(Note: Road-right-of-way refers to the total width cleared including the roadbank and slopes on both sides of the road. Roadways refers to the width of the roadbed shoulder including the ditches)

3.5.3 Measure the radius of cleared area reckoned from spar tree or log landing. This should be made within the same set-ups selected for residual/mother tree inventory sampling.

3.5.4 Determine average width of cableways, number and location of cableways in the set-ups selected for residual/mother tree sampling. Enter the information in Item 3.5.4.

3.6 Payment of Silvicultural Fees, License Fees, Forest charges and other fees

Secure a xerox copy of all official receipts of payment on silvicultural fees, license fees, forest charges and other related fees for the period under review and attach these in the report. Fill in item 3.6

B. TIMBER STAND IMPROVEMENT

1. Verify if TSI operations were conducted within the company's logged-over area and fill in the desired information.
2. Determine the TSI concept adopted by the company and fill-up the desired information in the field sheet.
3. Indicate under "REMARKS" the quality of TSI activity/ies conducted taking into consideration the condition and cultural needs of the residual forest.
4. Determine the actual area covered by enrichment/supplemental planting, the species planted, planting spacing and the approximate survival rate during the period under review.
5. Determine whether or not the company has implemented the assisted natural regeneration (ANR) activity and fill-in the desired information.

C. EMPLOYMENT OF REGISTERED FORESTER, FORESTRY ASSISTANT AND TREE MARKER

1. Determine the number of registered and non-registered foresters employed by the company whether on full-time or part-time/consultation basis.
2. Check appropriate box as to whether or not the company has engaged the services of a forestry consulting firm on part-time/consultation basis.
3. Indicate the number of forestry assistants and tree markers employed and determine how many are permanent and/or casual.

IV. SOIL EROSION CONTROL

1. Determine how roads and other engineering/structural measures are laid-out, constructed and maintained; determine maximum road gradients; and fill out corresponding boxes on road layout, road banks and drainage in Items IV.1, IV.2, IV.3 and IV.6.
2. Observe the extent of soil erosion in the area and fill-out Item IV.5

V. WILDERNESS AREA

1. Determine the status of wilderness area pursuant to LOI 917.
2. Check/verify whether the wilderness areas have been delineated and boundaries established on the ground and indicate observations in Item 2.
3. If wilderness areas are for approval, the corresponding breakdown of areas should be indicated. This should include total area, and vegetative cover such as: old growth, adequately stocked residual forest, and mossy forest.
4. Determine whether wilderness area represents at least 5% of total forest land area of the concession.

VI. WOOD PROCESSING AND WASTE UTILIZATION

1. Wood Processing Plant

- a. Secure a xerox copy of the wood processing plant permit or a log sales and purchase agreement.
- b. Determine the type, condition, daily rated capacity/ies, annual log requirement and average annual production of the licensee's wood processing plant's and indicate information in Item VI.1.1.
- c. Determine the disposition of licensee's log production (Item VI.1.2).

2. Wood Waste Utilization

Determine the logging residue/wastes available for utilization. Logging waste available shall be estimated on the basis of the ratio that for every cubic meter manifested, 0.8 cu.m. and 0.18 cu.m. waste is available in the dipterocarp and pine forest, respectively. Estimate the percentage of such logging waste recovered, disposed utilized and/or processed by the licensee.

VII. COMMUNITY ASSISTANCE

From the company's records and interviews with concerned community officials, enumerate and specify the kind and value of assistance extended by the company to the community during the period under review.

A N N E X E S

The following shall form part of the report:

1. Map(s) of the license area showing:
 - a. road network
 - b. vegetative cover
 - c. logging operation areas for the period under review
 - d. established plantations
2. Organizational chart (Forestry Department).
3. Photographs/exhibits of all aspects of forestry developmental activities included in the data sheet and referred to this set of instructions.
4. Xerox copy of the Timber License Agreement
5. Xerox copy of official receipts of license fees, forest charges, silvicultural fees, sawmill rental fees, sawmill site rental fees, management fees, etc.
6. Xerox copy of the wood processing plant permit and/or sales and purchase agreement (LSPA).
7. Xerox copy/ies of the deputation papers of deputized forest officers and concession guards.
8. List of foresters employed by the company with the corresponding PRC registration number and their position/designation in the company. Likewise the name/s and the corresponding PRC registration number of the foresters employed by the forestry consulting firm hired by the company, in case it engages the services of a forestry consulting firm.
9. List of forest occupants within the license area indicating opposite their names date of entry, number of dependents, approximate area occupied and type of improvements introduced.
10. Xerox copy of the certificates of stewardship contract of forest occupants with CSCs.
11. List of the company's tools and equipment. (fire fighting and logging equipment)
12. List of company personnel.
13. Such other annexes as required in individual items of the reports.

NOTE: FMB-PE FORM NO. 2 OMITTED

**Administrative Order
No. 81
November 6, 1990**

SUBJECT: Guidelines on the Transfer of DENR Powers, Functions, Personnel, Budget and Properties and Equipment to the Autonomous Region for Muslim Mindanao (ARMM)

Pursuant to the provisions of Executive Order No. 425, dated October 12, 1990, the following guidelines are hereby promulgated for the guidance of all concerned.

SECTION I - DEFINITION OF TERMS

For purposes of this Order the terms and abbreviations listed hereunder are defined as follows:

1. **Transfer** - shall be taken to mean transfer, cede, convey or turn-over of powers, functions, personnel, budget, equipment and properties.
2. **ARMM** - refers to the Autonomous Region for Muslim Mindanao.
3. **ARG** - refers to the Autonomous Regional Government terms 2 & 3 may be used interchangeably.
4. **Department** - refers to the Department of Environment and Natural Resources or DENR
5. **MOA** - Memorandum of Agreement entered into by and between the DENR and the ARMM in certain areas of cooperation, coordination and assistance in the implementation of certain Environment and Natural Resources (ENR) programs and projects of the DENR within the area of autonomy.

SECTION II - SCOPE AND STRATEGY OF TRANSFER

A. Powers and Functions

Consistent with the supplementary to Section 5(D) of Executive Order No. 425, enumerating in general terms the functions of the DENR, the following specific powers and functions on the different Environment and Natural Resources services are hereby turned over, to wit:

a. **On Forest Management**

1. Approve subclassification of forest lands.
2. Approve original and renewal of rattan cutting permits.
3. Approve disposition of confiscated forest products.
4. Approve Industrial Tree Plantation Agreement (ITPA) and other forest plantation agreements.
5. Issue suspension and/or cancellation orders to erring holder of natural resources agreements.
6. Approve the acquisition and installation of forest-products processing plants.
7. Issue and renew forest products processing plants permit to operate.
8. Approve Integrated Forest Management Plan.
9. Issue public and gratuitous permit within declared calamity areas for public infrastructuring projects.
10. Issue Certificates of Stewardship Contracts (CSC)/Community Forest Stewardship Agreement (CFSA).
11. Approve Community Forest Management Agreement (CFMA) and Forest Land Management Agreement.
12. Approve original and renewal of special use permits.
13. Approve reforestation contracts.
14. Issue original and renewal of ordinary minor forest product permits.
15. Issue original and renewal of Certificate of Registration for logs, poles, piles and lumber dealers.
16. Issue Certificate of Land Classification status.
17. Issue original and renewal of ordinary mangrove plantation cutting permits.
18. Approve certificate of wood identification.
19. Approve and issue Certificate of Origin of forest products.
20. Issue forest products discharge and transport clearance/permit.
21. Approve all contracts for supply of forest products.
22. Approve and issue Timber Production Sharing Agreement (TPSA)/Provisional Timber Production Agreement (PTPA).
23. Supervise the activities of holder of Timber License Agreements (TLAs).
24. Approve private land title permit.
25. Approve Forest Land Grazing Lease Agreement (FLGLA)/forest land grazing permits.
26. Approve Range Management Plan (RMP) of all pasture lease agreements.

26. Approve Range Management Plan (RMP) of all pasture lease agreements.
27. Approve Integrated Annual Operations Plan (IAOP) of Timber License Agreements (TLAs).

b. On Land Management

1. Approve the appraisal of public lands and issue the authority to conduct bidding.
2. Approve the transfer of public land application or deeds of sale/mortgage of patented lands.
3. Issue patents.
4. Decide cases involving claims/conflicts within public lands.
5. Approve leases of public lands.
6. Issue order for the conduct of bidding for cadastral surveys.
7. Approve and sign contract for survey projects.
8. Approve and sign maps and plans for public land subdivision and cadastral survey projects.
9. Approve appraisal and reappraisal of leased areas.
10. Approve foreshore lease.
11. Issue survey order or authority to survey public land subdivision.
12. Issue order of execution of final decision on land cases.
13. Issue orders of investigation.
14. Issue order of bidding and approve contracts for Cadastral and Public Land Subdivision (PLS) survey projects.
15. Sign survey contracts for Public Land Subdivision and Cadastral projects.
16. Approve and sign maps for all types of isolated surveys.
17. Approve survey plans for operation land transfer (OLT) and other agrarian reform projects.
18. Issue revocable or provisional permit for alienable and disposable lands.
19. Issue authority to inspect cadastral projects.
20. Issue certificate of acceptability of cadastral survey returns.
21. Issue certification on survey and land disposition records.
22. Issue survey orders for Integrated Social Forestry parcellary survey projects.

c. **On Mines and Geosciences**

1. **Issue and renew industrial permits.**
2. **Issue mineral prospecting and exploration permits.**
3. **Approve mineral survey returns and plans.**
4. **Issue and renew quarry permits/licenses.**
5. **Issue special permits to dispose ores/minerals recovered during exploration.**
6. **Approve and issue small scale mining permits.**
7. **Issue permit to install and operate mechanical and electrical equipment for mine and quarry operations.**
8. **Issue special permit to ship ore samples abroad for laboratory analysis, but in commercial volumes.**
9. **Issue Blaster's Foreman License and make amendments thereof subject to the approval of the Philippines Constabulary (PC).**
10. **Approve the Annual Work Obligation (AWO) and Work Programs of mining licensees/permittees.**
11. **Issue Sand and Gravel (SAG)/Commercial and special permits with one year duration.**
12. **Issue and renew guano permits.**
13. **Issue and renew gold panning permits pursuant to MRD No. 41 and MC No. 11.**
14. **Register Declaration of Location (DOL) and other mining documents.**

d. **On Environmental Management**

1. **Issue authority to construct, and permit to operate pollution control equipment/devices, including the collection of corresponding fees/charges.**
2. **Issue accreditation of pollution control officers of industrial firms and local government entities.**
3. **Conduct surveillance, monitoring, inspection and investigation of pollution sources and control devices and undertake/initiate measure relative to pollution-related complaints of the general public.**
4. **Hear/gather evidences or facts on pollution cases as delegated by the Pollution Adjudication Board (PAB).**
5. **Approve plans and issue permit for mine tailing disposal, including environmental rehabilitation plans.**
6. **Issue clearance certificate to vehicles which passed the smoke-belching test.**

e. **On Protected Areas and Wildlife Management**

1. Issue permit to transport species of wildlife flora and fauna listed in the Convention on the International Trade of Endangered Species (CITES), locally and abroad.
2. Issue wildlife collection permits for experimental/commercial purposes.
3. Approve the establishment of city, provincial, municipal, or barangay tree parks as mandated by LOI No. 1312.
4. Issue/approve authority/certification to transport species of wild animals/birds not listed in CITES.

f. **On Ecosystems Research and Development**

1. Approve research and development proposals.
2. Approve the Regional Integrated Research and Development Program related to environment and natural resources.
3. Execute research, development and research management agreements with other departments of the government and with international agencies.
4. Approve regional research and development prioritization system including the allocation of resources.
5. Designate areas for experimental/demonstrations or pilot purposes.
6. Enter into research development and research management agreements with research and allied institutions.
7. Approve technology for effective schemes of technology transfer.
8. Supervise, coordinate and monitor the implementation of approved research and development activities within the region.
9. Approve the publication of technical and semi-technical articles.

B. Programs and Projects

All locally funded programs and projects which are at present being implemented by the Provincial/ Community Environment and Natural Resources Offices of the Department in the provinces of Lanao del Sur, Maguindanao, Tawi-tawi and Sulu are hereby transferred to the ARMM.

C. Administration

1. Personnel

- a. All plantilla positions allocated to the four (4) provinces falling under the ARMM, whether belonging to career service or not, and the personnel occupying these positions are hereby transferred.
- b. Career Officials affected by the transfer who are presently deployed outside of the ARMM may be retained by the Department until December 31,1990.

2. Budget

All budgetary allocations of the four (4) provinces for November and December accruing from the 1990 General Appropriations Act are deemed transferred to the ARG to support the implementation of on-going programs and projects turned over under this Order. The Department of Budget and Management (DBM) shall effect the necessary transfer thereof.

3. Properties and Equipment

- a. All properties and equipment presently under the possession and use of the DENR offices and personnel in the four (4) provinces within the ARMM, except equipment procured out of foreign assistance funds and specially intended to the projects to be retained by the DENR, are likewise deemed turned over.
- b. The DENR and the ARG may share in the use of existing office buildings in the cities of Marawi and Cotabato.

SECTION III - FUNCTIONS AND PROJECTS RETAINED WITH THE DENR

The national government through the DENR shall retain jurisdiction over the following strategic areas:

- a. All national reserves, protected areas and parks (both terrestrial and aquatic);
- b. Areas containing or later found to be containing strategic minerals, such as uranium, coal, petroleum, fossil fuels and oils;

- c. Existing and potential energy sources such as rivers and geothermal vents, including the areas they embrace;
- d. Identified critical watersheds and existing watershed reservations;
- e. Established forest reserves and reservations with national significance; and
- f. Foreign assisted projects implemented by the DENR.

The management of these areas may however be transferred to the ARG subject in its consent and to certain conditions and requirements as may be prescribed in a MOA between the ARG and the DENR.

SECTION IV - LIABILITIES

- 1. Consequent to the transfer of power and functions and the budgets therefor, service and contracted liabilities by DENR field offices other than those involving foreign-funded projects, such as lease agreements for office building, land reform and cadastral surveys, security services, etc. shall be transferred to the ARMM for its assumption of the obligation thereto.

SECTION V - TECHNICAL ASSISTANCE

As the need arises and upon request of the ARG, the DENR shall extend all possible technical assistance in the execution of Environment and Natural Resource programs and projects.

SECTION VI - RESPONSIBILITIES OF DENR FIELD OFFICIALS

The Regional Executive Directors and other concerned officials of Region 9 and 12 are hereby enjoined to extend full cooperation and assistance in the expeditious completion of the transfer.

SECTION VII - TRANSITION PERIOD

Until such time that the ARG-DENR shall have been fully organized and the Regional Assembly shall have enacted regional laws relative to the development, use, regulation and conservation of the environment and natural resources, to avoid the disruption of orderly operations and to provide continuous optimum delivery of services, the ARMM shall observe and apply existing policies, rules and regulations as being implemented by DENR.

Thereafter, the Regional Assembly may enact regional laws pertaining to the national economy and patrimony applicable and responsible to the needs of the Region. However, in accordance with Section 1, Article XIII of Republic Act 6734 (An Act Providing For An Organic Act for the Autonomous Region in Muslim Mindanao) such regional laws shall be consistent with the Constitution and National policies and shall not require lesser standards, and respecting the protection, conservation and enhancement of the natural resources than those required by the National Government thru the DENR.

SECTION VIII - SEPARABILITY CLAUSE

If, for any reason, any section or provision hereof is found inconsistent with the provision(s) of existing laws that may render same null and void, no other section, provision, or part hereof, shall be affected and same shall remain in full force and effect.

SECTION IX - EFFECTIVITY

This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Administrative Order
No. 84
December 3, 1990

**SUBJECT: Creating the Organizational and
 Management Structure for the
 Implementation of the USAID-Assisted
 Natural Resources Management Program
 (NRMP)**

1. In the interest of the service and pursuant to the Grant Agreement between the United States of America and the Republic of the Philippines implementing the Natural Resources Management Program, the following organizational arrangement shall be adopted:
 - 1.1 An inter-agency Steering Committee (SC) chaired by the Secretary of the DENR or his designated alternate with members from DA, DAR, DBM, NEDA, DOST, DTI, CB, NGO and the private sector shall be created to provide the policy directions for program implementation. The DENR is the lead agency and shall be responsible for the accomplishment of policy actions agreed upon in the policy matrix. It shall be assisted by DA, DTI, DAR, private sector and non-government organizations, DOF, DBM, and the Central Bank shall be responsible for the disbursement aspects of the policy reform component. NEDA will monitor, in coordination with DENR, the progress of implementation of the policy actions under the Policy Reform Component and coordinate the progress reviews of GOP performance against the benchmark in the policy matrix.
 - 1.2 A Technical Coordinating Committee (TCC) to be chaired by the Undersecretary for Field Operations shall likewise be created to coordinate and provide the necessary policy recommendations and technical inputs to program implementation. Concerned Undersecretaries, Assistant Secretaries, Bureau Directors and heads of attached agencies shall form part of the Committee. Representative(s) of the Agency concerned/offices shall be called upon to attend Committee meetings on a need basis.
 - 1.3 A Program Support Staff to be headed by a Program Coordinator shall be designated/hired on a full-time basis to provide the necessary overall support to the Steering Committee and Technical Coordinating Committee and shall perform the following functions:

- a. **Serve as Secretariat for the Steering and Technical Coordinating Committees;**
 - b. **Consolidate/package technical inputs and reports emanating from the pertinent implementing units;**
 - c. **Coordinate the preparation of necessary reports/documents as required by GOP oversight agencies and donor institutions;**
 - d. **Prepare the necessary briefing materials regarding the Program;**
 - e. **Serve as direct liaison or contact point with the USAID; and**
 - f. **Perform other functions as may be assigned to it by the Secretary and/or the Chairman of the Technical Coordinating Committee.**
2. **The concerned DENR Offices/Units shall have the following responsibilities in the implementation of the program. Said units shall be supported by a number of technical and administrative staff to be hired on a contractual basis.**

2.1 Policy, Planning and Project Management Office (PPMO)

2.1.1 Planning and Policy Studies Office (PPSO)

- a. **Supervise/coordinate the conduct of policy studies that may be contracted out or prepared in-house;**
- b. **Assist in the preparations of TORs for pertinent policy studies;**
- c. **Monitor policy changes and their effects;**
- d. **Facilitate issuance of DAOs and other operational policy instruments;**
- e. **Facilitate drafting of legislation in support of policy reforms, in coordination**
- f. **Coordinate/assist in the preparation of area development management plans; and**
- g. **Monitor compliance with policy conditionalities.**

2.1.2 Foreign-Assisted and Special Projects Office (FASPO)

- a. **Shall coordinate with the Finance Management Service of DENR in the preparation of annual budgets and work financial plans;**
- b. **Monitor and evaluate financial disbursements and performance;**
- c. **Facilitate processing of budget releases;**
- d. **Coordinate/assist in the preparation of TORs and selection of consulting firms; and**

- e. Serve as direct liaison/contact point with other funding/donor agency/ies; and,
- f. Facilitate commodity procurement.

2.2 Management Services

The Management Services Office shall oversee the handling of financial transactions in accordance with existing accounting and auditing rules and regulations; assist in the preparation of periodic accounting and financial reports on allotment and utilization; evaluate documents prior to procurement; and assist in the selection, recruitment and training of personnel.

2.3 Environment and Research Office

2.3.1 Ecosystems Research and Development Bureau (ERDB)

- a. Coordinate/liaise with pertinent research and development institutions in support of NRMP implementation;
- b. Assist in the preparation of TORs for research studies;
- c. Monitor progress/impact of action research and other technical studies; and,
- d. Facilitate movement of research outputs towards technology application and dissemination.

2.3.2 Protected Areas and Wildlife Bureau (PAWB)

- a. Coordinate activities of NGOs at the project level vis-a-vis IPAS
- b. Facilitate identification of protected areas for the debt for nature program; and,
- c. Facilitate/monitor progress of projects identified under the Natural Resources Protection component.

2.3.3 Environmental Management Bureau

The EMB shall lead in the preparation of the Urban-Industrial Environmental Program design in coordination with FASPO and other pertinent DENR units. Likewise, in coordination with Field Operations and PPSO, assist in the environmental assessment of NRMP-related activities.

2.4 Forest Management Bureau (FMB)

The FMB in coordination with PPSO shall provide the necessary technical inputs in the conduct of policy studies and in the subsequent formulation of policy reforms. Likewise, it shall extend technical support to sub-contractors in the preparation/design of implementation services for the following: management planning for residual forests; community forestry; preservation of old-growth forests; and regional/provincial technical services.

2.5 Field Operations Office

2.5.1 Office of Undersecretary for Field Operations

- a. Coordinate the phasing in of NRMP operations into the over-all field operations of DENR.
- b. Monitor progress of NRMP-related activities at field levels; and
- c. Facilitate submission of reports by field implementing units.

2.5.2 Field Level Operations

The Regional offices shall perform the following functions:

- a. Provide over-all supervision in the smooth implementation of NRMP-related activities at the field levels;
- b. In coordination with the consultants hired under NRMP, provide the necessary technical assistance to field implementing units (i.e., PENROs and CENROs); and
- c. Monitor enforcement of policy reforms decisions at the field levels and in the preparation of aerial surveillance plans.

The various PENROs and CENROs shall be directly responsible for implementing and enforcing policy reform decisions. To this end, they shall perform the following activities:

- a. Assist NGOs/sub-contractors in the preparation of area management plans and in community organization.
- b. Assist in the identification of technical/operational issues affecting the implementation of policy reforms particularly as these affect the following programs: management planning for residual forests, community forestry, preservation of old-growth forests, etc.

- c. Provide other services as may be necessary to facilitate the smooth implementation of the NRMP-related activities.

2.6 Other Major Supporting Offices/Units

2.6.1 NAMRIA shall supervise/coordinate the Contractor in the conduct of comprehensive resource inventories in residual and old growth forests.

2.6.2 The Public Affairs Office (PAO) under the Office of the Secretary, in coordination with the pertinent DENR units (i.e., EMB, NGO desk, ISF Secretariat, SCO-ICAD) shall coordinate the preparation of the Program on Communications, Information, Training and Education (CITE). Likewise, it shall coordinate the implementation of public information dissemination activities.

2.6.3 The Legislative Affairs Office shall assist, coordinate and facilitate the drafting of legislation in support of policy reforms. It shall likewise act as the Program Liaison with the Legislature to expedite passage of proposed legislation.

3. The corresponding organizational structure is appended.

4. This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

RECOMMENDING APPROVAL

VICTOR O. RAMOS
Undersecretary for Field
Operations

NOTE: Organizational Structure omitted

Administrative Order
No. 87
December 28, 1990

**SUBJECT: Regulations Governing Appeals to the
Office of the Secretary from the
Decisions/Orders of the Regional Offices**

Pursuant to the relevant provisions of the Administrative Code of 1987, the following rules and regulations are promulgated to govern appeals to the Office of the Secretary, Department of Environment and Natural Resources, from the decisions/orders of DENR Regional Offices, thus:

SECTION 1. Perfection of Appeals.

- (a) Unless otherwise provided by law or executive order, appeals from the decisions/orders of the DENR Regional Offices shall be perfected within fifteen (15) days after receipt of a copy of the decision/order complained of by the party adversely affected, by filing with the Regional Office which adjudicated the case a notice of appeal, serving copies thereof upon the prevailing party and the Office of the Secretary, and paying the required fees.
- (b) If a motion for reconsideration of the decision/order of the Regional Office is filed and such motion for reconsideration is denied, the movant shall have the right to perfect his appeal during the remainder of the period for appeal, reckoned from receipt of the resolution of denial. If the decision is reversed on reconsideration, the aggrieved party shall have fifteen (15) days from receipt of the resolution of reversal within which to perfect his appeal.
- (c) The Regional office shall, upon perfection of the appeal, transmit the records of the case to the Office of the Secretary with each page numbered consecutively and initialed by the custodian of the records.

SECTION 2. Effect of Appeal. - The appeal shall stay the execution of the decision/order appealed from, except as otherwise provided by the law or executive order or the Office of the Secretary directs execution pending appeal considering the nature and circumstances of the case.

SECTION 3. Action on Appeals. - The Office of the Secretary shall review the records of the proceedings and may, on its own initiative or upon motion, receive additional evidence.

SECTION 4. Dismissal of Appeal. - The appeal may be dismissed for failure to comply with the orders issued in connection with the appeal.

SECTION 5. Finality of Decision of the Office of the Secretary. - The decision/order of the Office of the Secretary shall become final and executory fifteen (15) days after the receipt by the parties of a copy thereof.

SECTION 6. Applicability of the Rules of Court. - The Rules of Court shall apply when not inconsistent with the provisions hereof.

SECTION 7. Effectivity. - This Administrative Order shall take effect immediately after its publication in a newspaper of general circulation.

FULGENCIO S. FACTORAN, JR.
Secretary