

# **GENERAL ADMINISTRATION**

**Administrative Order  
No. 05  
February 10, 1992**

**SUBJECT : Providing for the Guidelines and the Organizational and Management Structure for the Implementation of the USAID Assisted Local Development Assistance Program-DENR Component.**

In accordance with the Grant Agreement signed on 28 September 1990 between the USAID and the Republic of the Philippines implementing the Local Development Assistance Program (LDAP) and in pursuance of the DENR commitment under the said Program, the following guidelines and institutional arrangements are hereby adopted for the implementation of the LDAP-DENR Component:

**1. Guidelines for the implementation of the LDAP-DENR Component.**

The implementation of the LDAP-DENR Component hereinafter referred to as the "Project" shall be guided by the "Framework Action Plan for the LDAP-DENR Component" herein enclosed as Attachment A and is hereby made an integral part of the Order.

**2. Organization and Management**

**2.1 A Project Management Office (PMO) is hereby created and shall be primarily tasked to handle the day to day operations of the LDAP-DENR Component Project, including, but not limited to the following:**

- \* planning, coordination, implementation and documentation of the training programs for LGUs;**
- \* monitoring DENR decentralization efforts;**
- \* preparation of the necessary reports/ documents required by the GOP oversight agencies and the donor institution;**
- \* serve as liaison or contact point with NEDA, the USAID and DILG.**

- 2.2 The Project Management Office (PMO) shall be headed by the Undersecretary for Field Operations as Project Director who shall provide the over-all direction for project implementation/project operations. The Environmental Management Bureau (EMB) shall serve as the base of operations. A Project Coordinator shall be designated to oversee the day to day operations of the Project.
- 2.3 The PMO shall have two (2) functional units, namely: the Trainings Unit and the Planning and Coordination Unit. The former shall take charge of both the administrative and technical requirements of LGU trainings including the actual conduct, monitoring and assessment of said trainings while the latter shall be responsible for the planning, coordination and monitoring of project operations including coordination with the USAID and other pertinent oversight agencies.
- 2.4 The Administrative and technical positions of the Project Management Office, including the position of the Project Coordinator shall be on a full-time and contractual basis.

3. The interim status of the LDAP-DENR Steering Committee (not formally organized) and the Technical Working Group on LDAP-DENR Component, (created through Special Order No. 289 series of 1991) shall automatically terminate with the approval of this Order.

This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.  
Secretary

**Administrative Order  
No. 14  
April 14, 1992**

**SUBJECT : Designation Of Human Resource  
Development (HRD) Coordinators**

1. In line with the DENR policy to strengthen its Human Resource Development (HRD) capability and rationalize its manpower development activities, all Staff Bureaus, Attached Agencies and Regional Offices are hereby required to designate, from among its senior staff, an HRD Coordinator. The HRD Coordinator, in addition to his regular functions, shall:

- a. Act as Chairman of the Scholarship Screening Unit, pursuant to Administrative Order No. 6, Series of 1991;
- b. Consolidate, review and prepare the annual HRD plans and programs of the concerned Bureau/Agency/Region and ensure its programming in the respective annual budget for appropriate funding;
- c. Recommend the conduct of, coordinate and facilitate all HRD activities of their respective Bureau/Agency/Region;
- d. Assist the concerned Bureau Director/Agency Head/Regional Executive Director (RED) in the promulgation of office policies, rules and regulations pertaining to human resource development;
- e. Implement Department-wide HRD programs; and
- f. For coordination, monitoring and control purposes, submit annual HRD plans and biannual accomplishment reports to the HRD Service, Management Services.

2. The HRD Coordinator shall be assisted by their respective Administrative/Personnel Divisions. In the Regional Offices, the HRD Unit, which is hereby elevated to HRD Section, shall directly backstop the HRD Coordinator.

3. Likewise, all Central Office-based Foreign-Assisted and Special Project with HRD/training component, are hereby required to submit annual HRD/training plans and bi-annual accomplishment reports to the HRD Service, Management Services. For monitoring purposes, said Projects shall also coordinate the conduct of their HRD/training activities with the HRDS.

4. The concerned Bureau Directors, Agency Heads, REDs and Project Managers shall ensure the provision of the appropriate funding for efficient performance of the foregoing functions.

5. The designated HRD Coordinators shall likewise ensure the appropriate programming of funds for the respective HRD plans, and discourage the conduct of unprogrammed HRD activities.

This Order shall take effect immediately and supersede all issuances inconsistent herewith.

**VICTOR O. RAMOS**  
OIC, Secretary

**Recommending Approval:**

**RAMON J. P. PAJE**  
Director, HRDS and  
OIC, Office of the Assistant  
Secretary for Management Services

**Administrative Order  
No. 15  
April 14, 1992**

**SUBJECT : Redefining The Functions Of The  
Management Division Under The Financial  
And Management Service**

Pursuant to Executive Order No. 292 (Administrative Code of 1987) and in consonance with the concept of fiscal responsibility residing in Management as embodied in the Government Auditing Code of the Philippines and in order to carry out its responsibility more efficiently, economically and effectively,, the functions and organization of the Management Division under the Financial and Management Service is redefined as follows:

**Sec. 1. - OBJECTIVES**

The division shall be guided by the following objectives that shall serve as the basis in the performance of its functions:

- 1.1 To ensure that all the resources of the agency are managed, expended or utilized in accordance with the law and appropriate regulations;
- 1.2 To safeguard resources against loss or wastage through efficient, economical and effective use;
- 1.3 To undertake a review of all existing internal control system/mechanisms with the purpose of improving/strengthening the same;
- 1.4 To ensure that all disbursements and other financial transactions at the Department Proper are thoroughly reviewed before they are finalized or approved; and
- 1.5 To study and recommend organizational changes to make it more responsive to the Department needs.

**Sec. 2. - ORGANIZATIONAL STRUCTURE AND FUNCTIONS**

To carry our the provisions of this Order, the organizational subdivisions of the Division and their functional responsibilities are as follows:

**2.1 OFFICE OF THE CHIEF**

- 2.1.1 Plan the overall activities of the Division;**
- 2.1.2 Exercise supervision and control on the work involving financial audit and management analysis;**
- 2.1.3 In consultation with the concerned officials/units as may be needed, formulate guidelines and instructions pertaining to finance and management; and**
- 2.1.4 Perform such other functions as may be assigned by higher authority.**

**2.2 FINANCIAL AUDIT GROUP**

- 2.2.1 Conduct pre-audit of all vouchers before claims are paid by the Cashier to:**

ensure that all required supporting documents are in order and attached to the vouchers;

- ensure that all claims are in accordance with existing accounting rules and regulations and internal policies;
- ascertain that the expenses incurred are not excessive, irregular and unnecessary; and
- determine whether purchases of supplies/materials, equipment and services are in accordance with pertinent accounting and auditing rules and regulations and internal policies.

All of the above tasks should be completed within two (2) hours from the receipt of the documents from the Accounting Division. Incomplete or defective vouchers/documents should be returned to Accounting Division.

Payment related to personal services and cash advance for the same purpose are not subject to pre-audit.

- 2.2.2 Conduct supplementary audit including cash count of cash advances to employees as may be directed;
  - 2.2.3 Prepare periodic reports to management with the in view of improving fiscal operations and control;
  - 2.2.4 Perform such other functions that may be assigned higher authority.
- 2.3 MANAGEMENT AUDIT AND ANALYSIS GROUP
- 2.3.1 Conduct inspection of all requests for:
    - repair of office equipment, vehicles, building and other government properties (before they are actually repaired);
    - finish jobs which are subject to pre-inspection; and
    - all deliveries of supplies/materials, spare parts and equipment acquired or purchased under any of the modes of acquisition.
  - 2.3.2 Prepare Report of Inspection as a pre-requisite for payment claims;
  - 2.3.3 Undertake a study and recommend organizational changes; and
  - 2.3.4 Perform such other functions as may be assigned by higher authority
- 2.4 INTERNAL CONTROL EVALUATION GROUP
- 2.4.1 Undertake continuing review of internal control systems make them more relevant, useful, facilitative but protective government's interest.
  - 2.4.2 Perform such other functions as may be assigned by higher authority.

### **Sec. 3 - STAFFING**



The Assistant Secretary for Management Services is hereby authorized to assign the necessary personnel to carry out the responsibilities as provided in this Order, and in accordance with Section 48 of the General Appropriations Act of 1992.

**Sec. 4 - OTHERS**

In some cases and in the exigency of the service, the Assistant Secretary for Management Services may waive internal pre-audit of vouchers provided that the same have been passed upon by the Chief Accountant.

**Sec. 5 - REPEALING CLAUSE**

All Department issuance inconsistent herewith are hereby repealed or modified accordingly.

**Sec. 6 - EFFECTIVITY**

This Order shall take effect immediately.

**VICTOR O. RAMOS**  
OIC, Secretary

**Administrative Order  
No. 26  
June 29, 1992**

**SUBJECT : Amending Memorandum Circular No. 02, Series of 1981: Appointment/Designation of Pollution Control Officers**

Pursuant to paragraph 3 of Letter of Instruction No. 588, dated 19 August 1977, and by virtue of Presidential Decree No. 984 dated August 18, 1976 and Executive Order 192 dated 10 June 1987, Memorandum Circular No. 02, Series of 1981 of the National Pollution Control Commission is hereby amended to read, as follows:

**Sec. 1. Objective**

To effectively enforce the National Pollution Control Decree of 1976, otherwise known as PD 984, and its implementing rules and regulations by establishing linkages among the (1) Department of Environment and Natural Resources, (2) establishments which are potential and actual sources of pollution and (3) local government agencies, and in order to carry out the national policy of maintaining a reasonable quality of the environment.

**Sec. 2. Definition of Terms**

As used in and for the purpose of these guidelines, the following terms and phrases shall, have the corresponding meaning herein below stated:

- a. **"Department"** means the Department of Environment and Natural Resources.
- b. **"Technical Person"** shall include any licensed engineer or technologists with Bachelor's degree in science or technology. It shall also be construed to mean any technologist who has sufficient technical training, background, or any appropriate experience in pollution control technology, designing and/or operation of pollution control devices. Although he may not be a licensed engineer or a holder of a Bachelor's degree in science or technology, his capability may have been determined by the Department and/or an engineering professional group in pollution control as equivalent to that of a technical person.
- c. **"Pollution Control Facility", "Pollution Control Device" or Anti-pollution device"** shall mean any structure, contrivance, facility,

system, device or mechanism which can adequately control and/or abate liquid or gaseous wastes or sound pollution within the allowed quality of standards of the Department.

- d. **"Private Entities"** shall include private individuals or corporations whose functions or activities fall within the meaning of Letter of Instruction 588.
- e. **"Environmental Unit"** shall mean a unit or section of every government office or industrial establishment whose function is to attend and monitor their activities pertaining to the installation or construction of pollution source and control facilities with the end in view of ensuring their compliance with the air, noise and water quality standards and to handle other matters of environmental concerns including protection activities such as solid waste management construction and maintenance of sewer systems, and other pollution control measures.

### **Sec. 3. Appointment/designation of Pollution Control Officers (PCOs)**

Industrial, commercial and manufacturing establishments and private entities, whose activities are potential and actual sources of water, air, and land pollution, shall each appoint and/or designate a Pollution Control Officer. Likewise, all provincial, municipal and city governments, shall each appoint/designate. Such appointment/designation shall be subject to accreditation by the Department in accordance with Section 8.

### **Sec. 4. Qualifications for Pollution Control Officer**

- a. **Basic qualifications:** Must be a Filipino citizen, of good moral character, mentally and physically healthy, of legal age and must have a professional qualification corresponding to the type of treatment system being handled as described in Section 4.b.
- b. **Professional requirement**
  - (1) **Water pollution control systems:** For the operation of Waste Treatment Plant treating highly concentrated or toxic or voluminous wastewater and requiring the supervision or management of a highly technical person, the officer must preferably be a registered Chemical, Mechanical, Mining or Sanitary Engineer or any registered engineer with master's degree in Environmental Engineering or related field.

- (2) **Air pollution control systems:** For the operation of air pollution facilities consisting of complex devices to control air pollutants from toxic, hazardous and/or highly pollutive plants, the officer must preferably be a registered Chemical or Mechanical Engineer.
- (3) **Treatment systems for toxic and hazardous wastes:** For the operation of treatment systems for toxic and hazardous solid waste, the officer must preferably be a registered Chemical Engineer or Chemist.
- (4) **Small or simple works:** For the operation of small or simple works, facilities or mechanical control devices such as septic tanks, or simple works to treat domestic sewage (for water pollution control), expansion chambers, impingement tanks, etc. (for air pollution control), or facilities for non-toxic solid waste, the officer could be any knowledgeable technical person with basic training in pollution control.

#### **Sec. 5. Duties and Responsibilities of an Accredited Pollution Control Officer**

- a. The accredited Pollution Control Officer of a company shall have the following duties and responsibilities.
  - (1) Attend to the requirements of the establishment or agency prior to the construction or installation of pollution control facilities including the application and securing of necessary pollution permits and renewal thereof;
  - (2) Monitor activities pertaining to the installation or construction of pollution source and control facilities with the end in view of ensuring their compliance with the air, noise and water quality standards; the PCO and the head of establishment shall be held responsible for any violations of PD 984 and its implementing rules and regulations committed by establishment where the officer is employed;
  - (3) Supervise the proper operation and maintenance of pollution control facilities of the establishment or agency;
  - (4) Report within reasonable time to the Department the breakdown of any pollution control facility, and the estimated and actual date of completion/repair and operation;

- (5) Promptly submit validated/certified as correct by the General Manager periodic reports as stipulated in Section 7 hereof or as required by the Department (otherwise, said reports shall not be accepted as evidence in a pollution case);
- (6) As a liaison officer with the Department, he shall keep himself abreast with the requirements of the Department and the latest available technology on the prevention, control and abatement of pollution;
- (7) Maintain liaison with the city/provincial/municipal or local pollution control officers;
- (8) Attend the meetings for Pollution Control Officers which may from time to time be called by the Department;
- (9) Facilitate compliance of the establishment he represents with the requirements that may from time to time be prescribed by the Department; and
- (10) Recommend to the management the installation and operation of additional equipment for the pollution abatement facilities.
- (11) Handle other matters of environmental concern as required by his employer.

The accredited Pollution Control Officer of the local government shall have the following duties and responsibilities:

- (1) Implement devolved functions to LGU and/or coordinate the pollution control and prevention activities within the city, municipality or province, including environmental protection activities such as solid waste management, construction and maintenance of sewer systems, and other pollution control activities. Consistent with the provisions of the Local Government Code the officer can seek assistance from the field offices of DENR regarding violations or non-compliance with the pollution control requirements and rules and regulations.
- (2) Upon verification that pollution control requirements are complied with, recommend the filing of all applications for

building and/or business permit in coordination with municipal, city or provincial development staff or engineering office for pollution permit applications and application for location and zoning clearance, particularly on manufacturing, industrial and commercial establishments.

- (3) Cooperate with national/regional officials of the Department in the enforcement/ implementation of environmental protection and pollution control laws, rules and regulations.

#### **Sec. 6. Employment Status**

Pollution Control Officers shall be employed on a full time basis except in firms not meeting the category or having lower capacities and/or discharge volume than those listed in Annex "B" where a part-time PCO may be appointed, designated or employed.

#### **Sec. 7. Periodic Reporting**

All accredited private Pollution Control Officers shall submit a periodic report to the respective Regional Officer of the Department every quarter, or as often as maybe required, based on the operation and maintenance of pollution source and control facilities concerned.

The report shall be in accordance with the format specified in Annex "C".

#### **Sec. 8. Accreditation of Pollution Control Officer**

All Pollution Control Officers shall be accredited by the Department. The accreditation shall be based on the qualifications set forth in Section 4 f and shall observe the following procedure:

- a. The company/LGU shall apply for the accreditation of its appointed or designated Pollution Control Officer at the respective Regional Offices of the Department within thirty (30) days from the date of designation and/or appointment, or any date prescribed by the Department. The application shall be accompanied by the curriculum vitae and/or other supporting documents showing proof of appointee's qualification e.g. trainings on environment, etc.;

- b. The Secretary or a duly designated official of DENR shall approve/disapprove the accreditation of the appointed/designated Pollution Control Officer within thirty (30) days from the receipt of application;
- c. As proof of approval, a "Certificate of Accreditation" (Annex "D") shall be sent to the firm and the PCO. The said PCO, however, shall be required to attend an orientation program according to Section 10 of this order;
- d. For disapproved applications the Department shall officially inform the firm of the reason(s) and direct said firm to submit deficiencies and/or appoint another Pollution Control Officer;
- e. The DENR Regional Office shall furnish the Environmental Management Bureau a copy of the approved "Certificates of Accreditation" and disapproved applications. EMB shall be the main repository of accreditation records and may develop a PCO database for that purpose. EMB shall be responsible for periodic reporting to the Office of the Secretary;

**Sec. 9. Categories of Pollution Control Officer**

A Pollution Control Officer shall be categorized according to the responsibilities/restrictions and based on the corresponding additional requirement. The PCO category will be noted in the Certificate of Accreditation and the PCO shall only act according to its corresponding responsibility/restriction as described herein:

**a. *Pollution Control Officer I***

- (1) **Responsibility/Restriction:** Shall only be in-charge of the operation of the pollution control systems of a single establishment belonging to the classification of relatively less pollutive establishment as enumerated in Section 5 and/or which is considered small or simple works as defined in Section 4.b (4) or as determined by the Department.
- (2) **Additional requirement:** Over and above the qualifications set forth in Sec. 4, the applicant PCO I should have attended at least one (1) training/seminar/workshop on

pollution control sanctioned by the Department within the past three (3) years.

**b. *Pollution Control Officer II***

- (1) **Responsibility/Restriction:** Shall only be in-charge of the operation of a single establishment belonging to the classification of a relatively more pollutive establishment and/or the operation of a pollution control system as defined in either Section 4.b, (1), 4.b, (2) and 4.b (3) or as determined by the Department.
- (2) **Additional requirement:** Over and above the qualifications set forth in Sec. 4, the applicant PCO II should have attended at least five (5) trainings/seminars/workshops on pollution control sanctioned by the Department within the past eight (8) years.

**c. *Pollution Control Officer III***

- (1) **Responsibility/Restriction:** Shall be responsible for the performance of the pollution control systems i.e., combination of treatment systems as defined in Sec. 3.b (1), 3.b (2) and 3.b (3) and the plant PCO of an establishment classified as highly pollutive or to an establishment with two or more plant locations where every plant location has a designated/accredited PCO or as determined by the Department;
- (2) **Additional requirements:** Over and above the qualifications set forth in Section 3, the applicant PCO shall meet the following additional requirements;
  - i. Shall be a registered chemist, chemical, mechanical, mining, sanitary or any registered engineer with at least eighteen (18) units in graduate course in environmental engineering or any related field; and
  - ii. Shall have attended at least ten (10) trainings/seminars/workshops on pollution control or environmental management sanctioned by the Department within the past twelve (12) years.



**Sec. 10. Accreditation of Environmental Units**

Corporations with Environmental Units may request the Department for accreditation. Upon accreditation the Corporate Environmental Unit shall have the following functions:

- a. supervise all Pollution Control Officers of the corporation
- b. represent the Pollution Control Officers
- c. formulate environmental programs for the corporation
- d. other functions as may be allowed by the Department.

**Sec. 11. Transitory Tenure of Accreditation**

Upon effectivity of these guidelines, all establishments as described in Section 2 hereof shall each appoint/designate a Pollution Control Officer. A transition period of two (2) years may be given to establishments whose current PCOs do not meet the required category especially those of complex and highly pollutive establishments. As such, their accreditation is temporary in nature and, therefore, shall be subject to automatic revocation by the Department if conditions warrant such decision.

**Sec. 12. Organization and Orientation Programs**

In order for Pollution Control Officers to effectively carry out their functions, the Department shall conduct from time to time appropriate orientation and/or training courses to keep them abreast with recent pollution control laws, rules and regulations, policies and programs, and technologies.

Any establishment failing to designate/appoint PCO shall be fined or penalized in accordance with Section 106 of the NPCC Rules and Regulations or Section 9 of P.D. 984.

Accredited Pollution Control Officers are encouraged to organize themselves at the provincial, regional and national levels for effective coordination with government environmental protection and pollution control programs and activities.

**Sec. 13. Revocation and suspension of Accreditation of Pollution Control Officer**

The following shall be considered as violations of accreditation of Pollution Control officers:

- a) Submission of false documents and/or reports;
- b) Failure to perform the functions as indicated in Sections 4 and 6 of this Administrative Order;
- c) Verifiable negligence of the PCO (such as failure to submit the necessary report/recommendations to management to address their company's pollution problem) resulting to the application of penalty to the firm such as closure and/or fine due to violation of pollution control laws, rules and regulations; and
- d) Suspension of the PCO more than once.

The following actions shall be taken with regards to the abovementioned violations by a Pollution Control Officer:

- a) first violation: strict warning
- b) second violation: revocation of accreditation

An accreditation may be suspended due to the following circumstances:

- a. the establishment has a pending pollution case due to the negligence on the part of the PCO; and,
- b. uncooperative attitude of the PCO.

In the event that the PCO is under suspension, the firm is held responsible for designating a temporary substitute within one (1) week from receipt of suspension notice.

**Sec. 14. Effectivity.**

This Administrative Order shall take effect immediately and shall form part of the permitting system as provided for in the 1978 Rules and Regulations of P.D. 984 and shall supersede all previous provisions found to be inconsistent herewith.

**FULGENCIO S. FACTORAN, JR.**  
Secretary

**Recommending Approval:**

**DELFIN J. GANAPIN, JR.**  
Assistant Secretary

**Administrative Order**

**No. 30**

**June 30, 1992**

**SUBJECT : Guidelines for the Transfer and Implementation of DENR Functions Devolved to the Local Government Units**

Pursuant to Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and Executive Order Nos. 192 and 503, defining the mandates, organization and functions of the Department of Environment and Natural Resources (DENR) and the rules and regulations implementing the transfer to concerned Local Government Units (LGUs) of personnel, assets and records pertaining to the devolved functions of national government agencies, respectively, the following guidelines governing the devolution of certain DENR functions, programs and projects to the LGUs are hereby promulgated.

**Sec. 1 Policies Governing the Devolution of Functions -**  
The transfer and implementation of certain DENR functions devolved to the LGUs, as enumerated under Section 17 of the Code, shall be governed by the following policies:

- 1.1 The DENR shall remain as the primary government agency responsible for the conservation, management, protection, development and proper use of the country's environment and natural resources and the promotion of sustainable development;
- 1.2 The LGUs shall share with the national government, particularly the DENR, the responsibility in the sustainable management and development of the environment and natural resources within their territorial jurisdiction;
- 1.3 The implementation of the devolved functions by the municipalities and cities and the enforcement of laws, rules and regulations pertaining to the devolved functions as provided for in the Code, by the provinces and cities shall be pursuant to national policies and subject to supervision, control and review of the DENR. Provided, that when necessary the concerned provinces, cities and municipalities shall enter into administrative arrangements to effectively and efficiently enforce the laws, rules and regulations pertaining to the devolved functions;
- 1.4 Pursuant to the Code's mandate for National Government Agencies (NGAs) to deconcentrate its power and authority to appropriate field offices, the DENR shall

retain and strengthen its regional offices and provincial and community environment and natural resources offices (PENROs and CENROs);

- 1.5 Programs, projects or activities which are wholly or partially funded from foreign sources, or those included as agency budgetary program, project, or item under the annual General Appropriations Act, pertinent Executive Orders and other special laws, including the Comprehensive Agrarian Reform Program (CARP), shall be exempt from devolution, thus retained by the DENR.

**Sec. 2 Definition of Terms** - As used in this Administrative Order (hereinafter referred to as Order) the terms enumerated below shall be defined as follows:

- 2.1 **Cadastral Survey** - Refers to all surveys made of extensive areas consisting of several lots for cadastral registration proceedings, agricultural development, or for any purpose pursuant to the provision of pertinent land laws.
- 2.2 **Cease and Desist Order** - Refers to an Order issued by the Pollution Adjudication Board requiring respondents to refrain from further operating their establishment, machines, equipment or other facilities generating or causing pollution.
- 2.3 **Communal Forest** - Refers to a tract of forest land set aside by the Secretary of the DENR for the use of the residents of a municipality from which said residents may cut, collect and remove forest products for their personal use in accordance with existing laws and regulations.
- 2.4 **Community Environment and Natural Resources Office (CENRO)** - Refers to the DENR office headed by a Community Environment and Natural Resources Officer which is responsible for the implementation of DENR policies/regulations, programs, projects and activities in the community level.
- 2.5 **Community-based Forestry Project** - Refers to DENR developmental projects involving local communities which include the Integrated Social Forestry Project, family and community contract reforestation, Forest Land Management Agreement (FLMA), Community Forestry Program and other similar projects.
- 2.6 **Community Forestry Program (CFP)** - Refers to the DENR projects launched through DENR Administrative Order No. 123, series of 1989, that are geared towards the protection and sustainable management of forest lands

predominantly consisting of residual forests by training and organizing upland communities for their participation in said activities for their benefits.

- 2.7 **Contract Reforestation** - The implementation of reforestation activities, including establishment, maintenance and protection of forest plantations and nursery preparations, through written agreements with the private sector such as families, communities and corporations and/or with the public sector like local government units (LGUs) and other government agencies (OGAs). It shall also include contracts for surveying, mapping and planning, comprehensive site development, and monitoring and evaluation and other activities involved in or related to reforestation.
- 2.8 **Deconcentration** - Refers to increased and further delegation of functions, responsibilities and authority by the DENR central office to its appropriate regional and field offices. This also involves the deployment of personnel from the Central office and bureaus to the field offices in order to perform the increased functions and responsibilities.
- 2.9 **Devolution** - Refers to the act by which the national government confers and transfers power and authority, heretofore performed by national agencies, together with the corresponding personnel, equipment, assets, liabilities, records and other appurtenances, to the various LGUs to perform specific functions and responsibilities.
- 2.10 **Environment and Natural Resources Officer (ENRO)** - Refers to the LGU official who may be appointed by the concerned Local Chief Executives and who shall be directly responsible for the planning and implementation of the devolved DENR functions to the LGUs, pursuant to Section 484 of the Code.
- 2.11 **Environment Compliance Certificate (ECC)** - Refers to license/permit/authorization which DENR issues in favor of proponents, projects of which have been duly reviewed, evaluated and finally approved by DENR pursuant to PD 1586 as well as Proclamation 2146 otherwise known as Environmental Impact Assessment System.
- 2.12 **Foreign-assisted Projects** - Refers to DENR projects which are wholly or partially funded from foreign sources.
- 2.13 **Forest Land Management Agreement (FLMA)** - A contract issued by the government to duly-organized, bonafide residents of the community where the FLMA area is located, among others, granting them the sole and exclusive privilege to develop said area, harvest and utilize its products for 25 years,

renewable for another 25-years, with the obligation to pay production share to the government equivalent to the cost invested in reforesting such area, pursuant to DENR Administrative Order No. 71, Series of 1990.

- 2.14 **Integrated Social Forestry (ISF)** - Refers to an inter-agency national program created by Letter of Instruction No. 1260, dated July 28, 1982, designed to promote the socio-economic conditions of forest occupants and communities dependent on forest land for their livelihood, provide land tenure and at the same time protect and improve the quality of the environment.
- 2.15 **Isolated Survey** - Refers to all classes of surveys of isolated parcel of land use for agricultural, residential, industrial, commercial, resettlement or for any other purposes.
- 2.16 **Lot Survey** - Refers to the survey of specific lots, particularly private lands.
- 2.17 **Provincial Environment and Natural Resources Office (PENRO)** - Refers to the DENR office, headed by a Provincial Environment and Natural Resources Officer appointed by the Secretary of the DENR, which is responsible for the implementation of the DENR policies, regulations, programs, projects and activities in the province.
- 2.18 **Protected Areas** - Refers to identified portions of land and water set aside by reason of their unique physical and biological significance, managed to enhance biological diversity and protected against destructive human exploitation, as provided for in RA 7586, the National Integrated Protected Areas System (NIPAS) Act of 1992.
- 2.19 **Regional Environment and Natural Resources Office (RENRO)** - Refers to the DENR office headed by the Regional Executive Director (RED) which is responsible for the coordination and implementation of all policies, regulations, programs and projects on environmental and natural resources development and conservation of the DENR in the region.
- 2.20 **Regular Reforestation** - Refers to reforestation activities funded through regular appropriations and implemented by DENR field offices by administration or by contracts or both, as distinguished from reforestation activities funded through foreign-sourced funds.
- 2.21 **Small-scale mining** - Refers to small scale mining activities as defined by RA 7076, the People's Small Scale Mining Act of 1991.

2.22 **Small Watershed Areas** - refer to forest lands identified and delineated by the DENR as sources of water supply for specific local communities.

**Sec. 3 Devolved Functions, Programs and Projects** - Pursuant to Section 17 of the Code and subject to the provisions herein, particularly the policies enunciated in Sec. 1, above, the following functions, programs and projects of the DENR are hereby devolved to the concerned LGUs:

### 3.1 **Forest Management**

- a) **Implementation of the following community-based forestry projects:**
  - i. **Integrated Social Forestry Projects**, currently funded out of regular appropriations, except at least one project per province that shall serve as research and training laboratory, as identified by the DENR, and those areas located in protected areas and critical watersheds;
  - ii. **Establishment of new regular reforestation projects**, except those areas located in protected areas and critical watersheds;
  - iii. **Completed family and community-based contract reforestation projects**, subject to policies and procedures prescribed by the DENR;
  - iv. **Forest Land Management Agreements**, in accordance with DENR Administrative Order No. 71, Series of 1990 and other guidelines that the DENR may adopt; and
  - v. **Community Forestry Projects**, subject to concurrence of financing institution(s), if foreign assisted.
- b) **Management and control of communal forests** with an area not exceeding fifty (50) square kilometers or five thousand (5,000) hectares, as defined in Section 2, above. **Provided**, That the concerned LGUs shall endeavor to convert said areas into community forestry projects;
- c) **Management, protection, rehabilitation and maintenance of small watershed areas** which are sources of local water supply as identified or to be identified by the DENR; and

- d) **Enforcement of forest laws in community-based forestry project areas, small watershed areas and communal forests, as defined in Section 2 above, such as but not limited to:**
- i. **Prevention of forest fire, illegal cutting and kaingin;**
  - ii. **Apprehension of violators of forest laws, rules and regulations;**
  - iii. **Confiscation of illegally extracted forest products on site;**
  - iv. **Imposition of appropriate penalties for illegal logging, smuggling of natural resources products and of endangered species of flora and fauna, slash and burn farming and other unlawful activities; and**
  - v. **Confiscation, forfeiture and disposition of conveyances, equipment and other implements used in the commission of offenses penalized under P.D. 705 as amended by E.O 277, series of 1987 and other forestry laws, rules and regulations.**

**Provided, That the implementation of the foregoing activities outside the devolved areas abovementioned, shall remain with the DENR.**

### **3.2 Protected Areas and Wildlife**

- a) **Establishment, protection and maintenance of tree parks, greenbelts and other tourist attractions in areas identified and delineated by the DENR, except those covered by the Integrated Protected Areas System, as defined by law, and the collection of fees for their services and the use of facilities established therein;**
- b) **Except export and import, regulation of flora outside protected areas including industries and businesses engaged in their propagation and development, such as orchidaria and nurseries. Provided, That such businesses and industries are registered with the DENR for monitoring purposes.**
- c) **Implementation of the Rehabilitation in Conservation Hotspots (RICH) and the Conservation of Rare and Endangered Species (CARE) activities in areas identified and delineated by the DENR.**

### **3.3 Environmental Management**



- a) **Enforcement of the following pollution control and environmental protection laws, rules and regulations:**
  - i. **Issuance of Environmental Compliance Certificate (ECC) for projects and businesses, under the Kalakalan 20;**
  - ii. **Adjudication of cases involving complaints against businesses under the Kalakalan 20; and**
  - iii. **Apprehension and testing of smoke belching vehicles and collection of appropriate fees and charges.**
- b) **Implementation of solid waste disposal and other environmental management systems and services related to general hygiene and sanitation, such as sewage and household wastes disposal;**
- c) **Abatement of noise and other forms of nuisance as defined by law; and**
- d) **Implementation of Cease and Desist Orders issued by the Pollution and Adjudication Board.**

### **3.4 Mines and Geo-Sciences Development**

- a) **Enforcement of the small-scale mining law, subject to the policies, standards and guidelines of the DENR;**
- b) **Issuance of permit for guano collection and to extract sand, gravel and other quarry resources; and**
- c) **Verification and adjudication of conflicts on and collection of fees and charges for guano collection and the extraction of sand, gravel and other quarry resources.**

### **3.5 Land Management**

- a) **Conduct of cadastral surveys;**
- b) **Conduct of lot surveys; and**
- c) **Conduct of isolated and special surveys.**

**Provided**, That the issuance of survey authority and the verification of survey returns, record keeping, issuance of patents and other post-survey activities shall be done by the DENR. **Provided further**, That the DENR shall extend the necessary administrative and technical assistance to the LGUs for the actual conduct of surveys, and the preliminary activities attendant to the surveys.

**Sec. 4 Role of the LGUs** - In coordination with the DENR and subject to the provisions of this Order, the LGUs shall adopt adequate measures to protect the environment and conserve land, mineral, marine, forest and other resources within their territorial jurisdiction. Furthermore, the LGUs shall:

- 4.1 Provide the necessary financial, technical, manpower and other resources to ensure efficient and effective implementation of the devolved functions as enumerated in Section 3 above;
- 4.2 In addition to the Internal Revenue Allotment, allot amounts from their share of forty percent (40%) of the gross collection derived by the national government from mining taxes, royalties, forestry charges and other taxes, fees, or charges enumerated in the Code, to finance local development and livelihood projects, in accordance with Sec. 294 of the Code and for the protection and development of the environment and natural resources;
- 4.3 Whenever necessary, call any DENR official or employee assigned to them to make recommendation or advice on environment and natural resources-related matters affecting them. Provided, That said DENR official shall not leave his station without giving prior written notice to the local chief executive concerned.

**Sec. 5. LGUs' ENROs** - Notwithstanding the provision of Sec. 484 of the Code prescribing for the optional appointment of Environment and Natural Resources Officers (ENROs), LGUs with substantial natural resources or which are identified by the DENR as environmentally critical areas, shall endeavor to appoint an ENRO, who shall take the responsibility for the planning and implementation of the devolved functions.

**Sec. 6 Role of the DENR** - The DENR, subject to the provisions of Executive Order No. 503, shall transfer to the concerned LGUs the personnel and assets including pertinent records and equipment corresponding to the devolved functions. Provided, That those personnel performing inter-municipal functions like the Community Development Officers/ Assistants (CDOs and CDAs) of the Integrated Social Forestry Projects, pursuant to Sec. 2 (b) of E.O. No. 503, shall be devolved to the provinces wherein the municipalities concerned are located. Provided Further, That the Community Development Officers/Assistants assigned to the ISF

projects in the cities of Davao, Zamboanga and Puerto Princesa shall be transferred to these cities and that at least one Community Development Officer and Assistant shall be devolved to each of the other cities which have at least three (3) ISF projects in their geographic jurisdiction. Moreover, the DENR shall:

- 6.1 Strengthen its policy-making, planning, monitoring and evaluation capabilities at the central and regional levels and monitoring, evaluation, investigation and prosecution capabilities at the regional, provincial and community environment and natural resources offices, to ensure efficient and effective enforcement of pertinent rules and regulations and delivery of services, including the implementation of the devolved functions, programs and projects;
- 6.2 Pursuant to national policies and its supervision, control and review functions over the devolved functions as provided for in the Code:
  - a) Conduct periodic monitoring and evaluation of the implementation of the devolved functions by the LGUs;
  - b) Alter or modify or nullify or set aside certain decisions or actions of the LGUs or their Chief Executives which, in the implementation of the devolved functions, are inconsistent with national policies;
  - c) Conduct investigation, and when necessary, cause the prosecution of erring parties in the implementation/enforcement of the devolved functions.
- 6.3 Through its regional, provincial and community environment and natural resources offices, provide the LGUs technical assistance packages for the development of technical capabilities related but not limited to the following:
  - a) Enforcement of forest laws, small-scale mining law, pollution and other environmental laws, rules and regulations;
  - b) Implementation of reforestation, ISF and other community-based forestry projects and small-scale mining projects;
  - c) Protected areas and wildlife;
  - d) Ecosystems research and related activities and other researches
  - e) Land surveys and delineation of boundaries;

- f) Establishment of greenbelts, urban forests and forest-based recreation projects; and
  - g) Other activities related to the devolved function;
- 6.4 Provide opportunities for scholarships/training to LGU personnel working on environment and natural resources-related programs and activities, whenever possible, subject to the recommendations and/or approval of the Chief Executives of the LGUs concerned;
- 6.5 Establish and maintain one research and training laboratory for upland/forest management per province to be identified from among the present ISF project sites.
- 6.6 Make available its upland/forest management laboratories for training of farmers and upland/forestry workers of concerned LGUs; and
- 6.7 In coordination with the LGUs and concerned non-governmental organization (NGOs), formulate effective consultation mechanisms to facilitate project planning and implementation.

**Sec. 7 Manual of Operations** - Within six (6) months from the approval of this Order, the DENR shall develop a manual of operations which shall guide the LGUs in the implementation of the devolved functions, and the monitoring and evaluation of projects by the DENR.

**Sec. 8 Environment and Natural Resources Council (ENRC)** - The DENR and the concerned LGUs, shall organize within six months from the approval of this Order, an Environment and Natural Resources Council (ENRC) consisting of appropriate LGU and DENR officials and representatives from concerned agencies, professional and civic groups and other NGOs as may be determined by the DENR and the concerned LGU. The ENRC shall review and recommend the implementation of programs and projects and perform oversight functions on matters pertaining to environment and natural resources. Provided, That for municipalities and cities, the Vice Mayor shall act as Chairman of said Council.

**Sec. 9 Linkage/Support to NGOs** - The DENR and concerned LGUs shall extend assistance to and enhance the participation of NGOs in the environment and natural resources-related activities, such as but not limited to contract reforestation and the ISF projects. Provided, That said NGOs are accredited with both the DENR and the concerned LGUs.

**Sec. 10 Deconcentration of Authority and Responsibility** - The DENR shall, within six (6) months after the effectivity of RA 7160, effect the deconcentration of authorities and responsibilities not devolved to LGUs, to its appropriate regional, provincial and community environment and natural resources offices.

**Sec. 11 Reorganization** - The DENR may, on a case to case basis, reorganize its regional and field offices, and/or create new community offices, depending on the available natural resources and retained functions in their respective jurisdictions, and other criteria that may be set by the DENR. Provided, That in cases where new provinces are created, the DENR shall establish its necessary provincial offices in said provinces, subject to the rules and regulations of the Department of Budget and Management (DBM) on the provision of the necessary staffing and funds for said purpose.

**Sec. 12 Functions Retained by DENR** - All functions, programs, projects and activities presently performed by the DENR which are not expressly devolved to LGUs in this Order, shall be retained by the DENR.

**Sec. 13 Continuing Devolution** - In support of local autonomy, the DENR, subject to the attainment of certain requisites and standards such as technical capability, implementation plans and other requirements as may be provided for in the national policies, shall further devolve other functions and responsibilities to the LGUs, not only through legislative enabling acts but also by administrative and organizational reforms, such as memorandum of agreements and deputation of local officials.

**Sec. 14 Repealing Clause** - Any provision of DENR Administrative Orders, Memorandum Circulars or other official issuances not consistent herewith are hereby repealed.

**Sec. 15 Effectivity** - This Order shall take effect 30 June 1992 and remain in force and effect unless otherwise revoked or amended in writing by the Oversight Committee created by the RA 7160 or by any other higher competent authority.

**VICTOR O. RAMOS**  
Acting Secretary

**Administrative Order  
No. 31  
July 03, 1992**

**SUBJECT : Guidelines on the Organization and Functions of the Policy Units for the Policy Development System in the Department of Environment and Natural Resources**

**Sec. 1 Basic Policy**

Pursuant to Executive Order No. 192 and DENR Administrative Order No. 1 dated June 10, 1987 and January 13, 1988, respectively, the Department of Environment and Natural Resources (DENR) is the primary government agency mandated to be responsible for the conservation, management, proper use and sustainable development of the country's environment and natural resources. In view of the magnitude and complexity of its mandate, this can only be achieved through the formulation of sound policies. Thus, policy formulation and development, based on accurate information verified at field level, is the cornerstone to developing consistent and sustainable planning for the management of the environment and natural resources sector.

**Sec. 2 Objectives**

**General Objectives**

To institute a Policy Development System, herein referred to as PDS, as an integral part of DENR's planning process taking into consideration the identified institutional, resource and system issues, relevant to its implementation through the central, regional and provincial levels.

**Specific Objective**

To provide specific guidelines for the organization and functions of the different policy units in the Department.

**Sec. 3 The DENR Organization and its Policy Formulation Process**

The national policy formulation process in the DENR may undergo various stages and pass through various levels as described below:

### **3.1 DENR Executive Committee**

As mandated, the Secretary is the Chief Executive Officer of the DENR and has the authority and responsibility to carry out the mandates of the Department, discharge its powers, authorities and functions and accomplish its objectives. He has the authority to undertake national policy decisions on behalf of the DENR.

The Secretary is assisted by the Undersecretaries and Assistant Secretaries. With the Secretary as Chairman, the abovementioned officials compose the DENR Executive Committee or EXCOM. The EXCOM is the central policy decision-making body of the DENR.

If the need arises, other officials/personnel are also invited during EXCOM meetings.

### **3.2 Policy Studies Service**

The Policy Studies Service (PSS), as promulgated by DENR Administrative Order No. 1, Series of 1988, is responsible for formulating policy recommendations and strategies for the conservation, management, efficient and effective use, and sustainable development of the environment and natural resources. It is the focus for policy work and coordination in the central and field offices of the DENR.

The PSS has two component divisions which are the Policy Studies Division and the Policy Analysis and Coordination Division.

#### **3.2.1 Policy Technical Working Group**

To ensure maximum involvement and participation of the different offices/units of the DENR in policy formulation, the Policy Technical Working Group, hereafter referred to as PTWG, created by virtue of Special Order No. 269, Series of 1990, is hereby strengthened. It shall be composed of senior technical personnel or planning officers representing, on a permanent basis, the major units/offices of the DENR Central Office and planning units of the staff Bureaus described/created under Administrative Order No. 1, Series of 1988 and subsequent amendments thereto. These units/offices include the Office of the Secretary, Office of the Undersecretary for Field Operations, Office of the Undersecretary for Planning, Policy and Natural Resources Management, Office of the Undersecretary for Project Management, Office of the Undersecretary for Environment and Research, Special Concerns Office, and the staff Bureaus. Representatives from other units/offices which are not mentioned herein may attend PTWG meetings from time to time to provide technical expertise on relevant policy matters.

Every permanent member of the PTWG shall be recommended by the concerned unit/office's Head and his/her membership to the PTWG shall be formalized through a Special Order to be issued by the Secretary. The PTWG shall be chaired and co-chaired by the Chief of the Policy Studies Service and the Chief of the Policy Studies Division, respectively.

It is the primary role of the PTWG to act as the central clearing house for all proposed DENR policy issuances and position papers. It may also review existing policies on ENR and provide relevant recommendations on same. In this regard, the PTWG shall meet at least twice a month or as the need arises at a time and date agreed upon by its members.

To carry out the foregoing, it shall have the following functions and responsibilities:

- a. Draft/formulate proposed ENR issuances, presidential directives and legislation;
- b. Discuss/deliberate and provide inputs, comments and recommendations to proposed ENR issuances, presidential directives and legislation emanating from other DENR Units/Offices, staff bureaus, attached agencies and other offices;
- c. Consult other agencies and institutions and other interest groups in the process of deliberation and discussion. Consonantly, the PTWG shall coordinate the conduct of public hearings on critical proposed policy issuances whenever necessary;
- d. Prepare the final draft of policy issuances based on the consolidation of comments and recommendations and present same to the DENR Executive Committee (EXCOM) for consideration; and,
- e. Perform such other functions as may be duly assigned.

### **3.2.1.1 PTWG Secretariat**

The PTWG Chairman shall assign personnel from the Policy Studies Service to compose the PTWG Secretariat who shall be tasked to undertake the following:

- a. Keep records of the proceedings of the PTWG meetings and consultations;
- b. Consolidate the comments and recommendations on matters discussed in PTWG meetings and incorporate same in proposed policy issuances, presidential directives and legislation;



- c. Arrange the venue and facilities needed for PTWG meetings;
- d. Prepare the agenda items and collate papers/materials/ documents pertinent thereto for PTWG meetings and consultations; and,
- e. Perform other functions as may be assigned.

### **3.3 Policy Review Committees (PRCs) of the Staff Bureaus**

A Policy Review Committee or PRC shall be formally organized in every staff Bureau. It shall be composed of the Bureau Assistant Director as Chairman, and the Chiefs of all component divisions as members. The Chairman may designate the Vice-Chairman from among the members of the PRC.

The PRC shall provide guidance in the formulation, analysis, and evaluation of sectoral policies. It shall also initiate new sectoral policy proposals and reforms in line with the thrusts of the DENR.

The inputs, comments and recommendations of the PRCs shall be submitted to the Bureau Director for consideration and/or endorsement. Same shall be forwarded to PTWG for discussion.

### **3.4 Regional Management Committees (RMCs)**

In every regional office, a Regional Management Committee or RMC shall be formally organized. With the Regional Executive Director (RED) as its Chairman, the RMC shall be composed of all Regional Technical Directors (RTDs). Its composition may be expanded if deemed necessary by the RED to include the Provincial Environment and Natural Resources Officers (CENROs) within the RED's jurisdiction.

This Order does not limit the functions of the RMC. It may also be the forum for discussion and/or approval of matters which may not be policy-related such as the preparation of work and financial plans, consideration/ approval of reforestation applications, and others.

### **3.5 Policy Liaison Units (PLUs)**

In institutionalizing the PDS, Policy Liaison Units or PLUs are hereby created in the central Planning and Policy Studies Office (PPSO), Special Concerns Office (SCO), National Program Coordinating Office (NPCO), National Coordinating Office for the Integrated Social Forestry Program (NCO-ISF), the staff Bureaus, and the Regional

Offices, pursuant to DENR Memorandum Order No. 8, Series of 1990 (Formation of Department-Wide Policy Units headed by Policy Liaison Officers).

A Policy Liaison Officer or PLO shall be designated to serve as the head and focal person of every PLU. An alternate PLO among the PLU members may be assigned to assume the PLO's functions in his/her absence.

A Policy Liaison Officer shall also be designated each for Public Affairs Office (PAO), Head Executive Assistant's Office of the Office of the Secretary (HEA/OSEC), Legislative Affairs Office (LAO) as well as the attached agencies which are the Natural Resources Development Corporation (NRDC), National Mapping and Resource Information Authority (NAMRIA), and National Electrification Administration (NEA).

Any other unit/office not mentioned herewith shall also assign a PLO upon request of its Head and the subsequent approval of the Secretary to that effect.

#### **Sec. 4 Staffing Pattern, Functions and Responsibilities of Policy Liaison Units/Policy Liaison Officers**

The PLU/PLO's should be those personnel who can assume the task of developing an effective network for policy coordination, consultation and feedback. The staffing pattern for each level and the corresponding functions and responsibilities are provided below:

##### **4.1 Central Policy Liaison Unit (CPLU)**

The Central Policy Liaison Unit, herein referred to as CPLU, and thus created, shall be composed of at least three (3) representatives from the Policy Service and one (1) representative each from the Project Development and Evaluation Division (PDED) and Planning and Programming Division (PPD). The members of the CPLU and its PLO are to be designated and/or its membership may be expanded by the Secretary. The CPLU shall be under the direct supervision of the Chief of the PSD.

The CPLU shall have the following functions and responsibilities:

- a. Coordinate with PTWG on the status of proposed/reviewed ENR policies;
- b. Coordinate and monitor the PLUs/PLOs of the Special Offices, staff Bureaus, Attached Agencies and the Regional Offices in the carrying out of the latter's functions and responsibilities;

- c. Disseminate policy issuances and publications to the central and field offices, clientele/beneficiaries and other interested/concerned persons/parties;
- d. Solicit feedback and respond to issues submitted to the Central Office by the staff Bureaus and Regional Offices;
- e. Coordinate the monitoring of policy implementation and policy impact evaluation with the DENR's regional, provincial and field offices, program and project sectors;
- f. Coordinate and monitor the preparation and updating of the policy databank;
- g. Attend policy-oriented conferences/workshops/seminars and the like; and,
- h. Perform other related functions as may be duly assigned.

#### **4.2 Policy Liaison Units in the Staff Bureaus**

For the staff Bureaus, the PLU members shall be designated by the Bureau Directors, preferably one technical staff from each component division or as may be deemed necessary to carry out their functions effectively. The PLO should also be designated by the concerned Bureau Director.

The Bureau PLUs shall have the following functions and responsibilities:

- a. Facilitate the formulation/development of policies and approval of the same by the Bureau Director;
- b. Assist the CPLU in monitoring policy implementation;
- c. Assist in institutionalizing linkages with other government offices, non-government organizations (NGOs) and private parties;
- d. Act as Technical Secretariat for the PRC of the Bureau concerned;
- e. Conduct consultations with different offices/Regions regarding matters on policy studies;
- f. Establish and regularly update the data base of policies, guidelines/issuances to facilitate reference and retrieval;
- g. Submit policy-related articles and write-ups to the Policy Studies Service;

- h. Attend policy-oriented conferences/workshops/seminars and the like;
- i. Disseminate policy issuances and publications to all units of the Bureau;
- j. Coordinate policy proposals from Technical Divisions; and,
- k. Perform other related functions as may be duly assigned.

**4.3 Policy Liaison Units/Officers in Special Offices and Attached Agencies**

The members of the PLUs and/or the PLOs of the Special Offices and Attached Agencies mentioned under 3.6 of Section 3 of this Order, shall be designated by the respective Heads of Office.

**4.3.1 The PLUs/PLOs of Special Offices shall have the following functions and responsibilities:**

- a. Assist the CPLU in monitoring policy implementation;
- b. Facilitate approval of policies by their respective heads of office;
- c. Participate the PTWG meetings and update superiors of what has been agreed upon during the meetings;
- d. Attend consultations conducted by different offices;
- e. Attend policy-oriented conferences/seminars/workshops and the like;
- f. Conduct practical or applied policy studies when called for or when necessary;
- g. Submit policy-related articles and write-ups to the Policy Studies Service;
- h. Disseminate and post policy issuances for the information of their respective office; and,
- i. Perform other related functions as may be duly assigned.

**4.3.2 The PLOs of Attached Agencies shall have the following functions and responsibilities:**

- a. **Provide the necessary information that will facilitate deliberation/evaluation of policy issues to guide the decision-making process of the agency;**
- b. **Assist in the conduct of practical or applied policy studies particularly on the impact of such policies in carrying out the agency's mandate/mission;**
- c. **Submit policy-related articles and write-ups to the Policy Studies Service.**
- d. **Represent the agency in PTWG meetings whereby policies and proposals affecting the agency are discussed/ deliberated;**
- e. **Attend consultative meetings and hearings on issues affecting the Agency;**
- f. **Conduct practical or applied policy studies when called for or when necessary;**
- g. **Attend the Agency's Executive Committee meetings, staff meetings, management conferences and policy-oriented conferences/seminars/workshops and the like.**
- h. **Perform other related functions as may be duly assigned.**

#### **4.4 Policy Liaison Units in Regional Offices**

The PLUs of the Regional Offices shall be composed of one (1) representative from each ENR sector, one (1) representative from the Legal Division, and one (1) contact person from each component PENR and CENR Office. The Regional PLUs and their corresponding PLOs shall be designated by the concerned Regional Executive Directors.

The Regional PLUs shall have the following functions and responsibilities:

- a. **Seek and provide feedback on policy related issues/problems from field offices, other government agencies and private sectors on a regional level which need top management decision/resolution;**
- b. **Serve as links between the central and field offices, other government agencies and private sectors;**
- c. **Attend meetings of the concerned Regional Management Committee (RMC) and act as Secretariat for policy matters discussed thereat;**
- d. **Attend policy-oriented conferences/workshops/seminars and the like;**
- e. **Conduct practical or applied policy studies when called for or when necessary;**

- f. Submit policy-related articles and write-ups to the Policy Studies Service;
- g. Compile regional orders and policies and take charge of the regional policy databank; and,
- h. Perform other related functions as may be duly assigned.

In addition to the foregoing, the regional PLO shall sit as member of the ENR-Sector Planning Group (SPG) created by virtue of Special Order 247, Series of 1991, as amended.

## **Sec. 5 Administrative Matters**

To realize the objectives of the creation of the PLUs/PLOs, the following administrative procedures shall be followed:

### **5.1 Policy Development System (PDS) Manual of Operations**

A Policy Development System Manual of Operations, herein referred to as the PDS Manual, shall be issued to serve as a guide for the DENR officials, PLUs/PLOs, and other staff/personnel on the policy organizational structure of the DENR, its policy formulation, monitoring and evaluation processes, data-banking of policies, the mechanisms for policy coordination, consultation and feedback, and policy manpower-development.

The CPLU, in consultation with the different PLUs/PLOs, shall modify and/or update regularly the PDS Manual to fit future policy reforms and needs.

### **5.2 Reporting System**

The PLUs/PLOs of the various units/offices in the central and field levels shall submit regularly to the CPLU reports relevant to the undertaking of their functions and responsibilities. The frequency and format of said reports shall be prescribed under the aforementioned PDS Manual.

### **5.3 Financial Support**

Funds for the conduct of PLU/PLO functions and responsibilities shall be incorporated under the regular financial plans of the concerned Central, Bureau and Regional Offices.

**Sec. 6 Transitory Provisions**

To ensure the continuity of operations, the present PTWG members and PLUs/PLOs shall remain as such until other personnel are designated by the proper authorities provided under this Order.

Other offices/units shall designate their respective PTWG representatives and/or PLUs/PLOs within fifteen (15) days from approval of this Order.

**Sec. 7 Repealing Clause**

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

**Sec. 8 Effectivity**

This Order shall take effect immediately.

**VICTOR O. RAMOS**  
**Acting Secretary**

**Administrative Order**  
**No. 33**  
**July 13, 1992**

**SUBJECT : Manual for Performance Monitoring of  
DENR Programs and Projects**

Pursuant to Section 5 (b) and 5 (c) of Executive Order No. 192 and to complement Department Administrative Order No. 62 Series of 1989, in order to strengthen the monitoring system of the Department's policies, plans, programs, and projects pertaining to the management, development and conservation of natural resources and protection of the environment, the Department hereby adopts the herein Performance Monitoring Standard Operating Procedures (SOP) Manual consisting of SOPs on 1) Physical Performance Monitoring, 2) Financial Performance Monitoring, 3) Project/Contract Status Monitoring, 4) Work in Process Tracking and 5) Field Validation.

The Planning and Policy Service Office (PPSO) shall oversee the installation and operationalization of the system in the various organizational levels of the Department. PPSO is likewise authorized to conduct workshops and seminars and start the computerization of the system.

This Order supersedes all orders inconsistent with the provisions of the Manual. All personnel concerned are hereby instructed to implement the procedures adopted within 90 days upon promulgation hereof.

**RICARDO M. UMALI**  
**OIC, Secretary**



**Administrative Order**  
**No. 36**  
**July 14, 1992**

**SUBJECT : Assignment and Supervision of the DENR  
- Non-Governmental/Peoples' Organization  
(NG/PO) Desk.**

In the interest of the service and pursuant to the expressed desire of President Fidel V. Ramos to operationalize Peoples' Empowerment, the supervision of the DENR-NG/PO Desk is hereby returned to the Special Concerns Office in the Office of the Secretary.

It shall be responsible in the accreditation of NG/POs which desire to participate in the implementation of DENR sponsored/funded projects and programs or wish to operate within DENR areas of responsibilities.

Aside from available resources from the Office of the Secretary, the NG/PO Desk shall source needed funds and resources to implement its activities from the foreign-assisted and special projects being implemented under the Department.

**RICARDO M. UMALI**  
OIC, Secretary

**Administrative Order  
No. 37  
August 06, 1992**

**SUBJECT : Amending certain provisions of DENR Administrative Order No. 30, Series of 1992 re: Guidelines for the Transfer and Implementation of DENR Functions Devolved to the Local Government Units.**

This will amend the following provision of DENR Administrative Order No. 30, Series of 1992, otherwise known as the "Guidelines for the Transfer and Implementation of DENR Functions Devolved to the Local Government Units", to read:

"2.21 Small-scale mining - Refers to small scale mining activities as defined under RA 7076, entitled "People's Small Scale Mining Act of 1991" or under PD 1899, entitled "Establishing Small-Scale Mining As A New Dimension In Mineral Development", whichever is applicable."

x x x

"3.4 Mines and Geosciences Development

- a) Enforcement of small scale mining laws involving areas not declared as government mineral reservations, subject to policies, standards and guidelines of the DENR;
- b) Issuance of permits for guano collection, special permits for pebble picking operations along beaches/shorelines subject to the provisions of Batas Pambansa Blg. 265, and permits for extraction of sand and gravel and other quarry resources such as diatomaceous earth, limestone for lime, clay, marble, talc, gypsum, phosphate rock, barite, bentonite, feldspar, gemstone, pyrite for fertilizers, perlite and silica, involving areas of not more than twenty (20) hectares. Provided, That for purposes of attaining an effective system in the issuance of these permits and the small scale mining permits prescribed under the provisions of PD 1899 and RA 7076 in relation to other pertinent mining laws, rules and regulations, the permits hereof shall be issued by the Provincial Governor upon area clearance from the concerned

**DENR regional office and upon recommendation by the Provincial/City Mining Regulatory Board; and"**

**This Order takes effect immediately.**

**RICARDO M. UMALI**  
**OIC, Secretary**

**Administrative Order  
No. 44  
September 24, 1992**

**SUBJECT : Amending DENR Administrative Order  
Nos. 38 & 38-A, Series of 1990**

Further to the authorities stipulated under DENR Administrative Order Nos. 38 and 38-A, Series of 1990 dated April 19 and September 12, 1990, respectively, particularly on financial and administrative matters, the following amendments are hereby provided:

	<b>FUNCTION</b>	<b>RECOMMENDING APPROVAL</b>	<b>APPROVAL</b>
<b>1.</b>	<b>Local Travel</b>		
	<b><u>Outside the Region</u></b>		
<b>1.1</b>	<b>30 days or less for Regional, PENRO, and CENRO Officials and employees</b>	<b>Chief, Adm.</b>	<b>RED Div./ RTD concerned for sectoral personnel; PENR Officer for PENRO and CENRO employees</b>
<b>1.2</b>	<b>more than 30 days but not exceeding 3 months</b>	<b>RED &amp; USEC-FO/ or in his absence ASEC- Mgt. Services</b>	<b>Secretary</b>
<b>1.3</b>	<b>more than 3 months</b>	<b>Secretary</b>	<b>President/Authorized Official</b>
<b>2.</b>	<b>Vouchers covering cash advance of SDOs for purposes other than salaries</b>		
<b>2.1</b>	<b>Regional Office</b>		

	P50, 000.00 and below	Immediate supervisors	RTD concerned
2.2	Cash Advance from Regional Office to PENRO or CENRO*	PENR Officer/ Chief, Finance Division	RED
2.3	Cash Advance from PENRO to CENRO*	CENR Officer Officer	PENR

\* Amount shall be limited to the requirements for two months as per COA Circular 90-331 dated 03 May 1990.

This Order takes effect immediately and supersedes all other issuances inconsistent herewith.

**ANGEL C. ALCALA**  
**Secretary**

**Administrative Order  
No. 51  
October 07, 1992**

**SUBJECT : Amending Department Administrative Order No. 120, Series of 1989, Otherwise Known as the "General Rules and Regulations on the Participation of Non-Governmental Organizations in the DENR Programs "**

In order to further institutionalize the participation of NGOs in the DENR programs, the following amendments to the Department Administrative Order No. 120, Series of 1989 are hereby promulgated:

1. Section 3, item no. 2 is hereby amended as follows
  - "2. To ensure genuine NGO participation in DENR programs"
2. Section 4, Definition of terms, another definition is added, to wit:
  - "f. Track record - refers to the actual status of activities/projects undertaken (i.e., advocacy work, project implementation, etc.) by the concerned NGO involving environmental and social issues.
  - g. Accreditation of NGOs - refers to the process of identifying and screening NGOs for purposes of classifying and categorizing according to area of operation, target clientele, field of expertise and complementarity of programs with that of the DENR."
3. Section 8, Classification, the following classifications are added:
  - "8.8 DENR programs -induced NGOs
  - 8.9 Cooperatives
  - 8.10 Government-organized NGOs .
  - 8.11 Consultancy groups
  - 8.12 Advocacy groups
  - 8.13 Forestry associations
  - 8.14 Others"
4. Section 9, Accreditation Criteria, another criteria is added, to wit:

"9.5 With proven track record."

5. Section 10, Prioritization Criteria, the original paragraph is hereby revised to read as follows:

"In case of specific programs where NGOs are willing to participate, priority shall be given to those who are locally based (the POs especially) but are considered as capable and strengthened, which means as having several years of operations, has the capability and the potential to handle environmental and development-oriented programs."

"However, in the event that no locally-based NGO is qualified, it is only at this point that capable regional-based and national-based NGOs are to be considered."

"In this connection a representative from concerned NGO Desk shall always sit as a member of the Selection Committee of any DENR programs/projects, either foreign-assisted or otherwise."

6. Section 11, Who Will Accredite, the original paragraph is hereby revised to read as follows:

"The National and the respective Regional NGO Desks shall be the main bodies to accredit NGOs. National-based NGOs shall be accredited by the National NGO Desk while Provincial and Regional-based NGOs shall be accredited by the respective Regional NGO Desks. All NGOs shall be accredited only once."

7. Section 12, Procedures, the following items are revised and another item is added to read as follows:

"12.1 Certificate of good community standing from any two (2) of the following:

12.2 SEC, CDA or DSWD statements

12.3 Audited financial statements

12.4 Bio-data of key implementing staff"

8. Section 13, Duration of processing, the word "preferably" in the first paragraph was added and the following paragraph was also added, to wit:

**"In addition, processing shall include background verification of NGOs to ascertain their true existence and trustworthiness; and also to validate the documents submitted to the NGO Desk."**

- 9. Section 14, Accreditation's Duration of Effectivity, is an additional provision, to wit:**

**"The effectivity of accreditation shall only be one (1) year after which all accredited NGOs are to apply for re-accreditation again."**

- 10. Section 15, The Accreditation Procedures, the word "continuing" was put in lieu of initial.**
- 11. This Order shall take effect immediately.**

**ANGEL C. ALCALA**  
**Secretary**

**Recommending Approval:**

**MANUEL E. GONZALEZ, JR.**  
**Director, Special Concerns Office**



**Administrative Order  
No. 52  
October 09, 1992**

**SUBJECT : Department Administrative Order No. 120 Series of 1989, Otherwise Known as the "General Rules and Regulations on the Participation of Non-Governmental Organizations in the DENR Programs", as Amended.**

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

**ARTICLE I  
TITLE, POLICY, OBJECTIVES, DEFINITION OF TERMS**

**Sec. 1. Title.** This Administrative Order shall be known as the "General Rules and Regulations on the Participation of the NGOs in the DENR programs", as amended.

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

**Sec. 3. Objectives.**

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

**Sec. 4. Definition of Terms**

- a. **NGOs** - refer to private, non-profit voluntary organizations that are committed to the task of socio-economic development and established primarily for service. Cooperatives and people's organizations shall be considered as NGOs for purposes of this definition.
- b. **Technical Capability** - refers to the ability in handling environmental and socially-oriented programs using scientifically-based, appropriate technology.
- c. **National DENR-NGO Desk** - a coordinating body between the DENR and the NGOs at the DENR Central Office.
- d. **Regional DENR-NGO Desk** - refers to the regional coordinating bodies between the DENR and the NGOs.
- e. **Integrity** - refers to not having any convictions, pending case or blatant, negative reputation as an organization, whether criminal, civil or administrative, including its Board of Directors, Trustees and key officers.
- f. **Track record** - refers to the actual status of activities/projects undertaken (i.e., advocacy work, project implementation, etc.) by the concerned NGO involving environmental and social issues.
- g. **Accreditation of NGOs** - refers to the process of identifying and screening NGOs for purposes of classifying and categorizing according to area of operation, target clientele, field of expertise and complementarity of programs with that of the DENR.

## ARTICLE 2 SCOPE OF PARTICIPATION

### Sec. 5. DENR Programs with NGOs Participation

NGOs may participate in some of the DENR programs which are existing and in the pipeline. Typical example is the conduct of Monitoring and Evaluation (M & E) of projects of the National Forestation Program (NFP) by NGOs.

### Sec. 6. Areas of Participation

Non-governmental organization involvement in DENR programs shall be classified into the following major activities:

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

**Sec. 7. Forms of Assistance**

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

**ARTICLE 3  
ACCREDITATION, CLASSIFICATION AND PRIORITIZATION  
CRITERIA FOR SELECTION OF NGOs**

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

- 8.1 Civic Organization
- 8.2 Academe-based NGOs
- 8.3 Private Foundation
- 8.4 People's Organization
- 8.5 Religious Organization
- 8.6 Alliances/Networks/Federations of NGOs
- 8.7 Development-oriented NGOs
- 8.8 DENR Programs-induced NGOs
- 8.9 Cooperatives
- 8.10 Government-organized NGOs
- 8.11 Consultancy groups
- 8.12 Advocacy groups
- 8.13 Forestry associations
- 8.14 Others

**Sec. 9. Accreditation Criteria**

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

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

**Sec. 10. Prioritization Criteria**

In case of specific programs where NGOs are willing to participate, priority shall be given to those who are locally based (the POs especially) but are considered as capable and strengthened, which means as having several years of operations, has the capability and the potential to handle environmental and development-oriented programs.

However, in the event that no locally-based NGO is qualified, it is only at this point that capable regional-based and national-based NGOs are to be considered.

In this connection, a representative from concerned NGO Desk shall always sit as a member of the Selection Committee of any DENR programs/projects, either foreign-assisted or otherwise.

**ARTICLE 4  
ACCREDITATION PROCEDURES**

**Sec. 11. Who will Accredit?**

The National and the respective Regional NGO Desks shall be the main bodies to accredit NGOs. National-based NGOs shall be accredited by the National NGO Desk while Provincial and Regional-based NGOs shall be accredited by the respective Regional NGO Desks. All NGOs shall be accredited only once.

**Sec. 12. Procedures**

The DENR shall accredit prospective NGOs upon submission of the following documents:

- 12.1 Certificate of good community standing from any two (2) of the following:
  - 12.1.0 Community resolution involving indigenous cultural communities
  - 12.1.1 Local leaders (e.g., mayor, governor)
  - 12.1.2 Head of local religious organizations
  - 12.1.3 Other network organizations accepted by the Desks
- 12.2 Accomplished NGO Data Sheet with Organizational Set-Up
- 12.3 SEC, CDA or DSWD registration
- 12.4 Audited financial statements
- 12.5 Community activities undertaken
- 12.6 Bio-data of key implementing staff

**Sec. 13. Duration of Processing**

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

In addition, processing shall include background verification of NGOs to ascertain their true existence and trustworthiness; and also to validate the documents submitted to the NGO Desk.

**Sec. 14. Accreditation's Duration of Effectivity**

The effectivity of accreditation shall only be one (1) year after which all accredited NGOs are to apply for reaccreditation again.

**Sec. 15. Master List of NGOs**

A master list of accredited NGOs will be prepared and will regularly be updated for dissemination in the Regional Offices.

**Sec. 16. The Accreditation Procedures**

The Accreditation Procedures shall be revised depending on the experiences and lessons in the continuing DENR-NGO Desk activity.

**Sec. 17. Sanction**

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

**Sec. 18. Effectivity.** This Order takes effect immediately.

**ANGEL C. ALCALA**  
**Secretary**

**RECOMMENDING APPROVAL:**

**MANUEL E. GONZALES, JR.**  
**Director, Special Concerns Office**