

GENERAL ADMINISTRATION

Administrative Order
No. 01
January 13, 1993

SUBJECT : Creating the Organizational and Management Structure for the Implementation of the Monitoring and Enforcement Component (MEC) of the ENR-SECAL Program in Regions 4, 7 & 8

In the interest of the service and to ensure the effective implementation of the Monitoring and Enforcement Component (MEC) of the ENR-SECAL Program in Regions 4, 7 and 8, the following structure, functions, responsibilities and authorities are hereby defined as follows:

A. THE REGIONAL PROGRAM MANAGEMENT OFFICE (RPMO)

A Regional Program Management Office shall be created to have the primary responsibility of managing and supervising the effective implementation of all activities towards the attainment of the goals and objectives of the Monitoring and Enforcement Component of the Program. It shall be composed of the following:

1. Regional Program Director
2. Regional MEC Coordinator
3. Management Support Unit
4. Special Task Group
5. Technical Assistance Team for MEC
6. Sub-component Counterparts

A.1 Regional Program Director (the RED)

Duties and Responsibilities

1. Appoint the program personnel per DBM approved plantilla and ENR-SECAL Program guidelines;
2. Designate existing units/staff within the region to provide assistance/serve as counterpart in the implementation of MEC activities;
3. Execute the policies and guidelines promulgated by the ENR-SECAL Steering Committee;

4. Exercise management control to ensure that program inputs are provided adequately and on time;
5. Organize, mobilize and give direction to the Special Action Group (STAG) as well as to the consultants;
6. Assure that MEC activities is coordinated with other ENR-SECAL Program Component as well as in the overall DENR operations;
7. Represent the DENR in the Multisectoral Forest Protection Committee at the regional level; and
8. Submit reports to the ENR-SECAL Steering Committee.

A.2 Regional MEC Coordinator

The Regional Technical Director for Forestry shall concurrently act as the Regional Program Director in the exercise of his functions and responsibilities. He shall be responsible in supervising the day-to-day activities of the RPMO. Primarily it shall perform the following duties and responsibilities:

1. Oversee, facilitate and coordinate the implementation of the MEC Component in the region;
2. Coordinate with concerned implementing units for the preparation of the component's overall development and operations plan;
3. Coordinate with concerned implementing units for the preparation of the component's annual work and financial plans;
4. Review the submitted plans of the implementing units and consolidate into an integrated plan for the component;
5. Coordinate with concerned implementing units the identification of the component's required resources;
6. When necessary, act as counterparts of consultants in the implementation of the 4 sub-components;
7. Monitor field operations of all implementing units in the region as well as other activities related to illegal logging;

8. Identify problems/gaps affecting project implementation and recommend courses of action; and
9. Provide reports/feedback to the MFPC and top management on information generated at all levels and on subsequent policy instructions issued.

A.3 The Management Support Unit (MSU)

A Management Support Unit (MSU) shall be established under the supervision of the Regional MEC Coordinator. It shall perform the following functions:

1. Collect data and other relevant information on the sub-components existing in the Region;
2. Classify, process and analyze data and information gathered and provide regular and special reports to the Regional Program Director;
3. Based on data/information analyzed, recommend necessary actions for effective implementation of the program;
4. As necessary provide feedback to the sub-components of the program;
5. Keep and maintain all data/information and records on the program for ready use of concerned DENR Offices; and
6. Act as Regional MFPC Secretariat.

A.4 The Special Task Action Group (STAG)

The STAG shall be headed by the Task Coordinator for Operational Services sub-component. It shall perform the following functions:

1. Conduct regular ground surveillance activities and gather, consolidate and analyze intelligence data/information from field units;
2. Serve as the ground enforcement counterpart of the aerial/water surveillance group and see to it that the operation is coordinated with all concerned parties;
3. Conduct apprehension, seizure/confiscations of illegally cut/sourced forest products;

4. Gather evidences against violators of forest laws, rules and regulations for the eventual filing of cases;
5. Coordinate with other law enforcement agencies where their assistance is deemed necessary for the success of the campaign; and
6. Submit a report immediately after any operation.

The STAGs are authorized to enlist the services or assistance of DENR field personnel as the need arises including the use of DENR vehicles currently assigned to field offices in the conduct of their operations/law enforcement campaign.

A.5 The Technical Assistance (TA) Team for MEC

The Technical Assistance Team for MEC shall provide all the necessary assistance as stipulated in their Contract of Services and Terms of Reference. They shall report to the Regional Program Director and work closely with their DENR counterparts. They shall see to it that the necessary expertise is being transferred to their counterparts. Among others, the TA Team shall perform the following functions;

1. Set-up Regional, Provincial and Community based Multi-Sectoral Committees that will monitor and coordinate forestry law enforcement and monitor forest products harvesting and processing activities;
2. Assist in identifying and promoting alternative livelihood programs in communities dependent upon illegal forest activities;
3. Assist the Regional Office in its public awareness programs;
4. Develop operational plans and procedures, administrative orders, implementing guidelines, procedural directives and operations manual for coordinated use of aircraft, boats and ground transport in operations support of MEC-SECAL;
5. Ensure that the use of the aerial surveillance and marine operations equipment is within the approved schedule;
6. Develop a system for computing and reporting data derived from the MFPC and install telecommunication links for transferring data and reports to and from the various management levels of the DENR;

7. Provide planning and technical assistance for the development of a comprehensive integrated radio and telephone system;
8. Facilitate the appointment of judges to try forestry law cases, the deputation of prosecutors and private lawyers to process cases through the courts and to strengthen investigatory procedures;
9. Organize and conduct legal workshops to update judges, prosecutors, police and military officers on forestry laws;
10. Assist DENR lawyers in the prosecution of cases on forest laws violation; and
11. Submit necessary report to concerned authority/office.

A.6 The Sub-Components Counterparts

A.6.1 Multisectoral Forest Protection Committee (MFPC) Sub-Component Counterpart

Duties and Responsibilities

1. Oversee and facilitate the implementation of the subcomponent in the region;
2. Jointly work as counterpart of the consultants in all phases of the MFPC operations as specified in the TOR;
3. Monitor and validate progress of work and review reports/findings of TAs and recommend action;
4. Facilitate submission of field reports and provide RPU copies of said reports for processing, storage and retrieval; and
5. Prepare periodic assessment and progress report of the sub-components for submission to appropriate authority/office.

A.6.2 Operational Service Sub-Component Counterpart

Duties and Responsibilities

1. Oversee and facilitate the implementation of the sub-component in the region;

2. Work hand in hand with the consultants on the aerial, ground and marine operations;
3. Together with the consultants develop operational plans and procedures and systems for the coordinated implementation of the aerial, water and ground surveillance activities;
4. Shall perform as the Special Task Group (STAG) Leader;
5. Establish linkages with other programs/agencies dealing with forestry law enforcement;
6. Review TA reports and performance and recommend necessary actions;
7. Convene quarterly meetings with consultants to discuss operation and management issues/problems;
8. Prepare periodic status/assessment report of the sub-component and recommend necessary policy actions; and
9. Implement special instructions from the Secretary/Usec for Field Operations.

A.6.3 Legal Technical Assistance Sub-Component Counterpart

Duties and Responsibilities

1. Oversee and facilitate the implementation of the sub-component in the region;
2. Work in close coordination with the consultants in all phases of the Legal TA activities;
3. Facilitate/participate in the conduct of all trainings and workshops to be conducted under the sub-component;
4. Provide needed information on illegal logging cases as well as on environmental/forestry laws and policies;

5. Review and evaluate workshops/training modules of the TA;
and
6. Prepare periodic status/assessment report of the sub-component/TA and recommend necessary policy actions for submission to appropriate authority/office.

A.6.4 Communications Sub-Component Counterpart

Duties and Responsibilities

1. Oversee and facilitate the implementation of Communications aspect of the Log Control Monitoring System Sub-component of the Program in the region;
2. Closely coordinate with the consultants and provide information/data needed in the review, development and installation of the comprehensive integrated radio and telephone system; and
3. Prepare and submit periodic status/assessment report for submission to appropriate authority/office.

B. PROVINCIAL/MUNICIPAL FIELD IMPLEMENTING UNITS

The concerned PENR Officers and CENR Officers shall be designated as MEC Coordinators at the provincial and community level, respectively. They shall represent the DENR in the Multi-sectoral Forest Protection Committees within their respective areas and provide such information required by the committees, as may be applicable.

Appropriate field implementing units (e.g. provincial and municipal STAGs, MEPC Secretariats, etc.) shall also be designated by the Regional Program Director within the concerned PENRO/CENRO as may be determined during the course of Program implementation.

The corresponding organizational structure is hereby appended.

C. OTHER PROVISIONS

This order shall conform with the provisions of the General A. O. No. 1, Series of 1991 (Delegation of Authority Regarding Financial Matters and Administrative Matters at the Department Proper) and DAO No. 38 Series of 1990 (Revised Regulations on the Delineation of Functions and Delegation of Authorities) and other rules and regulations as may be applicable.

This order shall take effect immediately and supersedes all orders/issuances inconsistent herewith.

ANGEL C. ALCALA
Secretary

Recommending Approval:

RICARDO M. UMALI
Senior Undersecretary

Administrative Order
No. 04
January 27 1993

**SUBJECT : Adoption of the "Standardized ENR
Statistical Terms and Definitions"**

1. In the interest of the service and in order to standardize the terms and definitions used by the DENR in all its reports, publications and other issuance, the terms and definitions compiled by the National Mapping and Resource Information Authority (NAMRIA) in coordination with the offices within DENR Proper and Staff Bureaus, the output of the project entitled "Standardization of ENR Terms and Definitions" is hereby adopted as the official DENR glossary of technical terms and definitions on environment and natural resources.
2. NAMRIA shall be the responsible agency for the reproduction and packaging of said document, copies of which shall be distributed to every CENRO, PENRO, Regional Office, Staff Bureaus, Attached Agencies and Offices in the DENR Proper.
3. An annual periodic review of said terms and definitions shall be undertaken by the NAMRIA in coordination with the DENR Technical Statistical Secretariat and the Philippine Statistical Development Program (PSDP) - Task Force on Environment and Natural Resources.
4. This order takes effect immediately and shall remain in force unless amended/revoked in writing.

Recommending Approval

RICARDO M. UMALI
Sr. Undersecretary for Planning,
Policy and Natural Resource
Management

JOSE G. SOLIS
Administrator, NAMRIA

ANGEL C. ALCALA
Secretary

Administrative Order
No. 07
February 23, 1993

SUBJECT : Installation of Internal Audit Service

In the interest of the service and pursuant to Administrative Order No. 278 dated April 28, 1992 directing the strengthening of the Internal Control Systems of Government Offices, Agencies, Government-Owned and/or Controlled Corporations, including Government Financial Institutions and Local Government Units in their operations, an Internal Audit Service is hereby created at the Department Proper, Staff Bureaus and the 14 Regional Offices whose functions shall be as follows:

1. Assist management in the effective discharge of their responsibilities to ensure efficiency, effectiveness and economy in the operation of the Department as well as detect and prevent fraud, waste in the use of funds and property.
2. To safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

**Administrative Order
No. 08
February 23, 1993**

**SUBJECT : Redefining the functions of the
Management Division under the Financial
and Management Service**

In the interest of the service and in view of the installation of an Internal Audit Service as mandated under Administrative Order No. 278 Series 1992, the functions of the Management Division is hereby redefined as follows:

The Management Division shall be responsible for formulating and recommending policies, rules and regulations and standards concerning work processes, organizational staffing information/reporting systems and control and resource allocation; review, update and develop systems and procedures and perform other related functions as may be assigned by higher authority.

The function of Pre-Auditing of disbursement vouchers which was assigned to the Management Division pursuant to Administrative Order No. 15 and Special Order No. 507 both Series of 1992, shall henceforth be performed by the Accounting Division.

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

This Order shall take effect immediately.

**ANGEL C. ALCALA
Secretary**

**Administrative Order
No. 24
April 27, 1993**

**SUBJECT : Organization and Implementation of the
Internal Audit Service**

Pursuant to Administrative Order No. 278 of the Office of the President dated 28 April 1992, and in order to promote an effective fiscal administration and performance of agency affairs and operations, this Order is hereby issued promulgating the organization and implementation of the Internal Audit Service.

Section 1. Basic Policy.

It shall be the policy of the Internal Audit Service, or IAS as hereafter shall be called, to render objective and constructive internal audit findings and recommendations through the identification and detection of fraud, irregularities or weaknesses in controls, so as to ensure an effective and adequate system of agency internal controls and quality of performance, promote compliance to government policies, practices and rules, and assure accomplishment of agency goals and objectives.

Section 2. Objective.

The overall objective of internal audit is to assist all members of management in the effective discharge of their responsibilities by furnishing them with objective analyses, appraisals, recommendations and pertinent comments concerning the financial, administrative and technical operations under review or study.

The protective and constructive measures shall be adopted to insure attainment of this objective. The adoption of protective measure, which is designed to protect the agency's resources, will result to the disclosure of deficiencies in control. Constructive measures, on the other hand, further the interest of the agency through recommendations of improvements on operations.

Section 3. Definition of Terms.

3.1 **Internal Control** - is the plan of organization and all the coordinate methods and measures adopted within an agency to safeguard its assets, check the accuracy and reliability of accounting data and encourage adherence to prescribed managerial policies.

- 3.2 **Internal Audit** - an independent appraisal activity conducted within the agency for the review of operations to assist management in the administration of its affairs.

Internal audit is the "control of controls". It is a managerial control that measures and evaluates the effectiveness of other controls and all phases of agency operations.

- 3.3 **Pre-audit** - is more of a checking operation rather than actual audit. It checks actions or transactions before they are consummated or paid.
- 3.4 **External audit (COA)** - primarily concerned with the fairness of financial statements.

Section 4. Scope of Work

Internal audit shall cover all phases of activities in an agency pertaining to financial, operations and administrative matters. Further, it encompasses the examination of evaluation of the adequacy and effectiveness of established internal controls and the agency's quality of performance. However, management shall provide the general direction of the scope of audit work and activities to be audited.

Internal audit shall be detached from all other routine operations such as the pre-audit of vouchers, inspection of deliveries (internal audit personnel may, however, observe inspection), preparation of treasury and bank reconciliation statements, development of systems and procedures and other activities related to operations.

Section 5. Authority and Responsibility.

The IAS shall perform advisory or staff functions for management and, hence, shall have no direct authority, responsibility, participation or pre-action approval of operations.

The IAS is authorized to have full access to and examine or inspect all records, vouchers, files, property and personnel of the activity under study. It shall be free to review and appraise procedures regulations, policies and plans of the agency.

The responsibility of informing and advising management on internal audit matters must be discharged consistent with the Code of Ethics of the Institute of Internal Auditors. Moreover, internal audit activities should be coordinated with other organization units, government offices and non-government organizations (NGOs) to achieve the IAS and agency's objectives.

Section 6. Functions of the Internal Audit Service.

6.1. General Functions

6.1.1 Examination of Control Procedures to Determine their Adequacy and Propriety

The purpose of reviewing the adequacy and effectiveness of the system of internal control is to ascertain whether the system is functioning as intended and whether the agency's objectives and goals are efficiently and economically achieved.

The examination shall therefore be directed towards the exposure of any fraud, irregularity or wasteful practices so as to prevent or minimize repetitions of such offenses.

6.1.2 Verification of the Reliability and Integrity of Information

The Agency's information system shall be examined and appraised in order to determine whether financial and operating records and reports contain accurate, reliable and useful information, and whether record-keeping and reporting controls are effective and adequate.

6.1.3 Review of Compliance with Existing Policies, Regulations, Plans and Procedures

The review of systems shall be undertaken to ensure agency's compliance with policies, plans, procedures and government rules and regulations which could have significant impact on operations and reports.

6.1.4 Review of Means of Safeguarding Assets

In internal control measures of safeguarding assets and the verification of the existence of such assets should be conducted to prevent possible losses or wastage of the assets, which may result from theft, improper or illegal activities, or mismanagement.

6.1.5 Appraisal of Quality of Performance

The IAS shall inform top management of the quality of performance of both organizational units and individual employees to determine if work is efficiently and economically performed, and if results are productive.

6.1.6 Review of Established Objectives and Goals for Operations or Programs

The Agency operations or programs shall be reviewed to ascertain whether results are consistent with established objectives and goals, whether the programs are implemented as planned, and whether such objectives conform to the agency's goals, in general.

6.1.7 Special Assignments

Management may assign special work or tasks to the IAS, as necessary, such as special studies on any phase of management activity, character examination, investigation work, management representations in negotiations and many others.

6.2 Specific Functions of the IAS and Its Divisions

6.2.1 Office of the Internal Audit Service (IAS) Director

6.2.1.1 Plan and direct the activities and Annual Work Program of the Internal Audit Service consonant to its mandated objectives and functions, and the Department's goals and thrusts, in general.

6.2.1.2 Oversee the operations of the different organizational units of the Service.

6.2.1.3 Formulate and recommend financial, administrative, operations and special/program audit policies, guidelines, systems and procedures.

6.2.1.4 Inform and advice top management regarding internal audit matters and strengthening of the established Department's internal control measures.

- 6.2.1.5 Coordinate and monitor internal audit activities with concerned Non-Government Organizations (NGOs) and other government offices to complement and achieve audit objectives as well as the Department's goals.
- 6.2.1.6 Implement and strengthen the Internal Audit System.
- 6.2.1.7 Coordinate and monitor the activities and functions of the Internal Audit Divisions of Staff Bureaus and Regional Offices.
- 6.2.1.8 Perform other related functions as may be assigned by the Secretary or as required by law.

6.2.2 Financial Audit Division

- 6.2.2.1 In coordination with the Administrative, Operations and Special/Program Audit Divisions, conduct performance audit of the Department's organizational units to determine overall managerial effectiveness and efficiency in the delivery of service.
- 6.2.2.2 Conduct financial audit of the Department's income, expenditures, payrolls, books of accounts, financial reports, vouchers and other relevant files of the agency to determine the degree of compliance with established objectives, policies, rules and regulations.
- 6.2.2.3 Review and analyze financial statements/reports of the Department's organizational units, projects/programs and field offices to ascertain the reliability and usefulness of accounting, financial and statistical data/information.
- 6.2.2.4 Recommend improvements or corrective actions on operational deficiencies pertaining to financial matters.
- 6.2.2.5 Appraise the effectiveness or economy with which money, manpower, property and other agency assets are utilized.
- 6.2.2.6 Formulate, implement and improve **financial audit** policies, guidelines, systems and procedures of the division.

- 6.2.2.7 Develop and implement performance indicators and standards of the division related to financial audit.
- 6.2.2.8 Coordinate and monitor the Internal Audit Divisions of the Staff Bureaus, Regional Offices in the performance of internal audit functions and responsibilities pertaining to financial matters, as well as the submission of audit reports.
- 6.2.2.9 Perform other related functions as may be assigned by the Secretary or as required by law.

6.2.3 Operations Audit Division

- 6.2.3.1 In coordination with the Administrative, Financial and Special/Program Audit Divisions, conduct performance audit of the Department's organizational units to determine overall managerial effectiveness and efficiency in the delivery of services.
- 6.2.3.2 Conduct operations audit of the Department's offices/units and field offices to appraise standards of performance and ascertain whether the Department/field offices have achieved the goals and objectives.
- 6.2.3.3 Review Work Plans, Accomplishment and Status Reports of field offices and Department organizational units to determine whether results are consistent with established objectives and goals, and whether the programs are implemented as planned.
- 6.2.3.4 Review and appraise the operations of field offices and the Department's organizational units to determine the extent of compliance with established policies, plans and regulations.
- 6.2.3.5 Recommend improvements or corrective actions on operational deficiencies as noted in field audits of Staff Bureaus and Regional Offices, as well as audit of the Department Proper's operations.
- 6.2.3.6 Formulate, implement and improve operations audit policies, guidelines, systems and procedures of the division.

- 6.2.3.7 Develop and implement performance indicators and standards of the division related to operations audit.
- 6.2.3.8 Coordinate and monitor the Internal Audit Divisions of the Staff Bureaus and Regional Offices in the performance of internal audit functions and responsibilities pertaining to technical operations matters, as well as the submission of audit reports.
- 6.2.3.9 Perform other related functions as may be assigned by the Secretary or as required by law.

6.2.4 Administrative Audit Division

- 6.2.4.1 In coordination with the Financial, Operations and Special/Program Audit Divisions, conduct performance audit of the Department's organizational units to determine overall managerial effectiveness and efficiency in the delivery of services.
- 6.2.4.2 Conduct, administrative audit of the Department's operations and determine the degree of compliance with established objectives, policies, rules and regulations.
- 6.2.4.3 Review and appraise systems and procedures, property, records and human resources management policies and practices, standards and methods of control, performance rating and evaluation, work processes and agency's organizational structure.
- 6.2.4.4 Recommend improvements or corrective actions on operational deficiencies pertaining to administrative matters.
- 6.2.4.5 Develop, install and improve the Internal Audit System to strengthen the Department's control measures.
- 6.2.4.6 As part of the administrative audit, document unwritten existing systems, procedures and practices of an office/unit under study.

- 6.2.4.7 Formulate, implement and improve **administrative audit** policies, guidelines, systems and procedures of the division.
- 6.2.4.8 Develop and implement performance indicators and standards of the division related to administrative audit.
- 6.2.4.8 Coordinate and monitor the Internal Audit Divisions of the Staff Bureaus and Regional Offices in the performance of internal audit functions and responsibilities pertaining to technical operations matters, as well as the submission of audit reports.
- 6.2.4.9 Perform other related functions as may be assigned by the Secretary or as required by law.

6.2.5 Special/Program Audit Division

- 6.2.5.1 In coordination with the Administrative, Financial, Operations Audit Divisions, conduct performance audit of the Department's organizational units to determine overall managerial effectiveness and efficiency in the delivery of services.
- 6.2.5.2 Conduct, special/program audit of the Department's foreign-assisted, locally funded and inter-agency programs/ projects to appraise standards of performance and ascertain whether the projects have achieved the goals and objectives.
- 6.2.5.3 Review Work Plans, Accomplishments and Status Reports of all Department programs and projects to determine whether results are consistent with established objectives and goals, and whether the programs are implemented as planned.
- 6.2.5.4 Recommend improvements or corrective actions on operational deficiencies, deviations or variances from the programs/projects targets and objectives.
- 6.2.5.5 Conduct studies on any phase of management activity, survey work and special assignments as may be instructed by the Secretary.

- 6.2.5.6 Formulate, implement and improve **special/program audit** policies, guidelines, systems and procedures of the division.
- 6.2.5.7 Develop and implement performance indicators and standards of the division related to special/program audit.
- 6.2.5.8 Coordinate and monitor the Internal Audit Divisions of the Staff Bureaus and Regional Offices in the performance of internal audit functions and responsibilities pertaining to technical operations matters, as well as the submission of audit reports.
- 6.2.5.9 Perform other related functions as may be assigned by the Secretary or as required by law.

Section 7. Position of the Internal Audit Service in the Department

In order to assure and uphold the independence of the internal audit staff and render objective and impartial reports, the IAS shall be placed under the direct administrative supervision and control of the Department Secretary.

Inasmuch as the Director of the IAS is responsible for instituting and conducting a program of internal audit for the agency and shall directly report to the Secretary, he shall be given the rank and salary equivalent to the third ranking official of the Agency.

Section 8. Organizational Structure

The IAS shall be installed in the Department Proper equipped with powers, authority and responsibilities mandated by management as stated in the preceding provisions, It shall monitor the activities of the Internal Audit Divisions installed in the Staff Bureaus and Regional Offices.

There shall be four Divisions under the IAS:

1. Financial Audit Division
2. Operations Audit Division
3. Administrative Audit Division
4. Special/Program Audit Division

The Organization Structure of the IAS in the Department Proper, Staff Bureaus, Regional Offices are illustrated in Annex A.

Section 9. Staffing

The IAS shall be composed initially of personnel deployed from other units/offices of the Agency. These personnel shall be the core group that will organize implement the IAS, prepare its Work and Financial Plans and develop the Agency's internal audit program. Upon approval of its budgetary requirements, other personnel multi-disciplinary fields and from within the Agency shall be assigned to occupy the approved position titles, as recommended by the IAS Director, and perform the corresponding internal audit functions.

The proposed position titles, salary grades and rates of personnel listed below are subject for review and approval of the AGIA and DBM:

POSITION TITLE	SALARY GRADE	SALARY RATE
Director IV	28	182,160.00
Secretary II	9	35,004.00
Clerk III	6	29,676.00
Internal Audit Specialist V	25	136,620.00
Internal Audit Specialist IV	23	109,572.00
Internal Audit Specialist III	19	74,388.00
Internal Audit Specialist II	16	57,432.00
Internal Audit Specialist I	14	49,892.00
Operations Audit Specialist V	25	136,620.00
Operations Audit Specialist IV	23	109,572.00
Operations Audit Specialist III	19	74,388.00
Operations Audit Specialist II	16	57,432.00
Operations Audit Specialist I	14	49,892.00
Management Audit Specialist V	25	136,620.00
Management Audit Specialist IV	23	109,572.00
Management Audit Specialist III	19	74,388.00
Management Audit Specialist II	16	57,432.00
Management Audit Specialist I	14	49,892.00
Program Audit Specialist V	25	136,620.00
Program Audit Specialist IV	23	109,572.00

Program Audit Specialist III	19	74,388.00
Program Audit Specialist II	16	57,432.00
Program Audit Specialist I	14	49,892.00

Section 10. Training

In consonance with the provisions of Administrative Order No. 278 and in order to maintain the proficiency of the internal audit staff, all personnel shall be authorized to acquire continuing education through membership and participation in professional societies, attendance in conferences, seminars, college courses, and in-house training programs, and participation in research projects. Both local and foreign scholarship grants may be tapped to update audit personnel of improvements and current developments in internal audit standards, procedures and techniques.

Section 11. Appropriations and Funding

The funding/amount of appropriation for the annual operating expenses of the IAS, including the salaries, allowances and other emoluments of all its officials and employees in the Department Proper, Staff Bureaus and Regional Offices shall be included in the Annual General Appropriations Law/Act. The usage of these funds shall be governed by the General appropriations Act and other budget laws.

Section 12. Repealing Clause

All Orders, Circulars and official instructions, or part thereof, which are inconsistent with the provisions of this Order are hereby repealed.

Section 13. Effectivity

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

MANUEL E. GONZALEZ, JR.
Assistant Secretary
for Management Services

Administrative Order
No. 25
April 27, 1993

SUBJECT : Placing the Staff Bureau and Regional Internal Audit Offices under the Functional Supervision of the Internal Audit Service, Department Proper.

In accordance with Administrative Order No. 278 of the Office of the President dated 28 April 1992 and DENR Administrative Order No. 24, S. 1992 promulgating the organization and implementation of the Internal Audit Service, it is hereby directed that the Staff Bureau and Regional Internal Audit Offices be placed under the supervision of the following officials/offices:

ADMINISTRATIVE SUPERVISION

1. Bureau Internal Audit Division - Bureau Director
2. Regional Internal Audit Division - Regional Executive Director

The **functional supervision**, on the other hand, shall be placed under the Internal Audit Service (IAS) of the Department Proper.

The IAS shall therefore coordinate and monitor the following functions of the staff bureau and regional offices internal audit personnel:

1. Conduct cash examination of the following accountable officers:
 - a. Cashier
 - b. Collecting Officer
 - c. Disbursing Officer
2. Review the reliability and integrity of financial and operational information and the means to identify, measure, classify and report such information.
3. Review the systems established to ensure compliance with government policies, plans, procedures, laws and regulations which have impact on operations.

4. Review the means of safeguarding assets and, when appropriate, verify their existence.
5. Appraise the economy and efficiency with which resources are utilized including the soundness and adequacy of internal control measures.
6. Review the operations or programs to ascertain whether results are consistent with established objectives and goals, and whether such programs are being carried out as planned.
7. Appraise the quality of performance of organizational units or individual employees.
8. Prepare and submit Financial, Administrative and Operational Audit Reports to the Internal Audit Service, copy furnished the concerned officials.
9. Coordinate with the IAS personnel assigned to undertake audit activities in the bureau and field offices.

It is further directed that the Staff Bureau and Regional Internal Audit Offices shall not be responsible for or be required to perform the following assignments or functions of routinary operations:

1. Pre-audit of vouchers and counter-signature of checks.
2. Inspection of deliveries (the Internal Audit Staff may, as part of his examination, observe inspection).
3. Preparation of treasury and bank reconciliation statements.
4. Development and installation of systems and procedures. The internal audit staff may, however, render assistance by giving recommendations and suggestions.
5. Conduct of physical inventories. The internal audit staff may review the plans in advance, and observe and test check the accuracy of counting, costing and summarizing.
6. Maintain property records.

7. All other activities of routine operating character.

As the need arises, the Staff Bureau and Regional Directors are hereby authorized to increase the number of internal audit personnel through redeployment.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval

MANUEL E. GONZALES, JR.
Assistant Secretary
for Management Services

Administrative Order

No. 31

May 13, 1993

SUBJECT : Submission of Statistical Data and Information by All Foreign-Assisted Projects to the Planning Service, Planning and Policy Office

In the interest of the service and in order to effectively utilize the data and information generated by the various DENR units, programs, projects and activities, all Foreign-Assisted Projects are hereby directed to submit quarterly reports on the statistical data and information they are able to generate to the Planning and Policy Office, Attention: The Chief, Research and Statistics Division, Planning Service. Reports shall be submitted not later than the 10th day of the first month following the Quarter.

The FAPs shall include compliance to this Order as one of their Key Result Areas (KRA) which shall be included in their Work Plans. Initial reports shall be submitted to cover the period April-June (Second Quarter), CY 1993.

The Research and Statistics Division, Planning Service shall include these FAPs-generated statistical data and information in its regular publications.

This Order takes effect as specified above and shall remain in force unless revoked or amended in writing.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary for Environment
and Research

CIRILO B. SERNA
Assistant Secretary for
Planning and Policy

Administrative Order
No. 32
May 13, 1993

SUBJECT : Inclusion of the Submission of Statistical Reports as a Key Result Area for Regional Offices and as a Criterion Under the Rating and Award System for Regional Executive Directors

In the interest of the service and to effectively and efficiently implement Department Administrative Order No. 133, Series of 1989 (Prescribing a Standard DENR Statistical Reporting System), the submission of the prescribed statistical reports is hereby included as a Key Result Area (KRA) of the Regional Offices and as a criterion under the year-end Rating and Award System of the Regional Executive Directors (REDs) stating CY 1993.

The appropriate Offices/Divisions/Units are hereby directed to make the appropriate adjustments in the Regional Offices Key Result Areas and the Rating System of the REDs.

This Order takes effect immediately and shall remain in force unless revoked or amended in writing.

ANGEL C. ALCALA
Secretary

Recommending Approval:

RICARDO M. UMALI
Undersecretary for Field Operations and
Natural Resources Management

CIRILO B. SERNA
Assistant Secretary for
Planning and Policy

DENR/NEDA
Joint Administrative Order
No. 41
May 05, 1993

SUBJECT : Creation of the Steering Committee for the Philippine Environmental and Natural Resources Accounting Project-Phase II (ENRAP-II)

In order to ensure the incorporation of critical environmental policy issues in the Philippine Environmental and Natural Resources Accounting Project-Phase II, a Steering Committee is hereby created to be composed of key officials of the following agencies:

1. Department of Environment and Natural Resources - Chairman
2. National Economic and Development Authority - Co-Chairman
3. National Statistical Coordination Board - Member
4. Department of Agriculture - Member
5. Philippine Council for Sustainable Development (NGO representative) Member
6. International Agency engaged in environmental research endeavors
7. Representative of the Academe
8. Environmental and Natural Resources Accounting Project - Member

The functions and responsibilities of the Steering Committee members are as follows:

- a. Attend the quarterly Steering Committee meetings.
- b. Provide policy guidance to the study and ensure that critical environmental issues faced by policy-makers are adequately addressed by the study.
- c. Provide comments and inputs to the major interim outputs of the study.

This order shall take effect immediately.

ANGEL C. ALCALA
Secretary
Department of Environment
and Natural Resources

CIELITO F. HABITO
Director-General
National Economic and
Development Authority

Administrative Order
No. 49
July 26, 1993

SUBJECT : General Functional Relationships Among Selected Central and Regional Offices, Bureaus, Units and Other Department Officers Following the Issuance of Special Order 863 Series of 1993.

Anent to Special Order 863 s. 1993, the following general functional relationships of indicated offices, bureaus and other department officers (see attached chart which shall form part of this Order) are to be effected as described without prejudice to standard procedures of government stipulated by law:

1. SECRETARY AND REGIONAL EXECUTIVE DIRECTORS.

Regional Executive Directors (REDs) are to report directly to and receive instructions and directives from the Secretary on matters relating to regional administration such as those pertaining to:

- 1.1 Policies and program priorities;
- 1.2 Personnel and personnel assignments;
- 1.3 Equipment and office support;
- 1.4 Budgeting and financial control responsibilities and functions;
- 1.5 Legal services and legislative liaison; and
- 1.6 Other functions and matters that the Secretary may assign the REDs.

2. UNDERSECRETARIES AND REGIONAL EXECUTIVE DIRECTORS.

Undersecretaries are to provide technical directions to REDs on matters relating to the discharge by Regional Offices of sectoral and/or technical functions and mandates; viz.,

- 2.1 Sectoral policies, rules and regulations;
- 2.2 Availment of technical data and information;
- 2.3 Licensing;
- 2.4 Sectoral methods, standards and procedures;
- 2.5 Sectoral key result areas (KRAs); and
- 2.6 Sectoral program/project implementation.

Undersecretaries are to regularly report to the Secretary on matters relating to sectoral mandates particularly sectoral KRAs; for this reason, they might solicit from REDs, Regional Technical Directors (RTDs) or other regional personnel, reports pertaining to technical and sectoral matters, and/or issue directives to the same to ensure effective implementation of technical mandates of the Department.

Undersecretaries shall issue supervisory and technical directions to REDs and to other department personnel or units to implement sectoral or other programs and projects and/or discharge such other duties and functions which the Secretary may assign to him for execution and implementation.

Sectoral technical matters are expected to be included in REDs' regular reports to the Secretary; Undersecretaries are to be routinely furnished copies of the same to ensure better and timely delivery of technical assistance to Regional Offices.

In view of this functional relationship, all documents, informations, data and communications pertaining to specific sectoral concerns emanating from field, central and staff bureaus shall be coursed thru the Functional Undersecretaries for proper action and/or final approval by the Secretary.

3. **ASSISTANT SECRETARIES AND REGIONAL EXECUTIVE DIRECTORS.**

Assistant secretaries discharge staff functions for the Secretary for whom they may issue to REDs directives or instructions in line with the functions of their offices; their actions are to be construed as those of the Secretary himself; for this reason, the responses of REDs to issuances and directives made by Assistant Secretaries shall be directly routed to the Assistant Secretary but with a copy (in case of non-routine matters) or information of it (in case of regular actions) furnished to the Secretary for purposes of maintaining a high level of direct communication between REDs and Secretary himself. Offices assigned under the office of an Assistant Secretary shall direct issuances to REDs by way of their supervising Assistant Secretary.

4. **SPECIAL ASSISTANT(S) TO THE SECRETARY FOR REGIONAL ADMINISTRATION AND REGIONAL EXECUTIVE DIRECTORS.**

Those designated as Special Assistant(s) to the Secretary for Regional Administration (ASRA) are expected to provide the Secretary with high level staff support to facilitate the Secretary's supervision and control of regional

administration; as such, they are expected to relate mainly to the Secretary and shall undertake for him the following major tasks; viz.,

- 4.1 Monitor for the Secretary the general functioning of regional offices particularly pertaining to administrative requirements to meet regional KRAs;
- 4.2 Evaluate for and regularly discuss with the Secretary the reports and communications from REDs to identify regional opportunities and problems related to the conduct of the Department's mandate.
- 4.3 Upon the direction of the Secretary, develop and prepare the Secretary's issuances and directives to REDs; and
- 4.4 Undertake such other tasks and functions as may be assigned to them by the Secretary.

5. UNDERSECRETARIES AND BUREAU DIRECTORS

The Directors of the Forest Management Bureau (FMB), Mines and Geosciences Bureau (MGB) and the Land Management Bureau (LMB) shall report directly to the Undersecretary for Natural Resource Management (USEC-NRM); the Directors of the Protected Areas and Wildlife Bureau (PAWB), Environmental Management Bureau (EMB) and Ecosystems Research and Development Bureau (ERDB), shall report to the Undersecretary for Environment and Research (USEC-ER); as such, Undersecretaries are to provide administrative supervision and technical directions to Bureaus assigned to them, as well as supervision and direction on the conduct of Bureau programs and projects, or other functions related to providing technical and sectoral directions to Regional Offices.

In the interest of ensuring that Bureaus are always aware of changing conditions in regions which might affect their sector, Undersecretaries' copies of REDs' reports to the Secretary are to be furnished by the Undersecretary to Bureau Directors.

Bureau Directors are to develop technical standards, procedures and other specifications of the Department's discharge of its mandate related to their sector; as such, Bureau Directors are to advise the Undersecretaries on how sectoral policies and standards are to be observed and met in regions to satisfy the requirements of the Department and of the law. Bureau Directors are to provide their Undersecretaries regular evaluation of the performance of Regional

Technical Directors (RTDs) on the conduct of technical functions related to their sector.

6. BUREAU DIRECTORS AND REGIONAL DIRECTORS.

For purposes of delivery of technical assistance to Regional Offices, staff Bureaus may be construed as extensions of the Offices of their supervising Undersecretaries; as such, the expected delivery by the Undersecretaries to REDs of technical assistance and directions stipulated in this Order, particularly relating to those which are standard or routine, might be done in surrogate by way of the Bureaus under an Undersecretary providing the same to Regional Directors (REDs or RTDs); similarly, REDs' solicitations of routine technical assistance and directions from Undersecretaries may be done in surrogate by way of REDs or RTDs soliciting the same from Bureau Directors; provided, that all communications by Regional Directors to Bureau Directors are with full knowledge of, and are noted or approved by, REDs and all the communications and liaisons of Bureau Directors with Regional Directors are regularly reported by Bureau Directors to their supervising Undersecretary in formats and in degrees of summary specified by the latter; provided further that in cases in which by law or by Department procedure, the actions of REDs and RTDs on sectoral technical matters (e.g., licenses, fines) are to require central office approval, the same are to be coursed by REDs to pertinent Bureau Directors for evaluation, for Bureau Directors to then submit or indorse the same to supervising Undersecretaries for action or for further endorsement to the Secretary for approval.

7. NATIONAL COORDINATORS.

Community organizing, coastal environment development, urban and roadside forestry, and urban pollution, are currently focused technical concerns of the Department; their respective National Coordinators (NCs) are to prepare national action programs for the same, subject to the approval of their designated supervising Undersecretary and the Secretary; as such, National Coordinators are to evaluate all regional workplans and budgets related to their designated programs prior to the same being submitted to appropriate Undersecretaries and to the Secretary for approval.

National Coordinators shall develop and prepare issuances and directives of Undersecretaries or the Secretary as the Secretary might direct, to effect designated programs in regions; they are to regularly evaluate the extent designated programs are carried out in regions including the extent to which regional personnel effect the program.

National Coordinators may use the authority of their supervising Undersecretary to carry out functions in regions provided that all their activities have been previously cleared by the latter.

In the event REDs pose disagreements with the manner or extent to which National Coordinators undertake activities in a region, and after collegial remedies failed to effect solutions, REDs may directly bring this concern to the attention of the supervising Undersecretary or to the Secretary directly.

National Coordinators are to recommend to the Secretary through their supervising Undersecretary, incentives and censures for, and/or solutions to correct, shortfalls in the implementation of designated programs in regions including, but not limited to, personnel assignments and budgets.

8. REGIONAL PROGRAM COORDINATORS.

Regional Program Coordinators (RPCs) are regional equivalents and counterparts of National Coordinators; they are to function in similar ways as National Coordinators within designated regions; they carry the authority of the Office of the RED and they are to evaluate the performance of regional personnel with respect to the implementation of their designated programs.

9. All other functions, authorities, and organizational structures not covered by this Order shall remain in force.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

**Administrative Order
No. 50
August 30, 1993**

SUBJECT : Addendum to DENR Administrative Order No. 37, Series of 1992, Entitled "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 is an addendum to the provisions of DENR Administrative Order No. 37, Series of 1992, otherwise known as "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 Unit" to read:

x x x

"3.4 Mines and Geosciences Development

- b) x x x 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 Provided further, That for areas located within the municipalities of the National Capital Region, the permits shall likewise be issued by the concerned municipal mayors upon area clearance from the concerned DENR regional office; and"

This Order shall take effect immediately.

**ANGEL C. ALCALA
Secretary**

**Administrative Order
No. 55
September 08, 1993**

SUBJECT : Prescribing rate of Rental on the Occupation of DENR Region 10, Guesthouse and Guidelines on the Utilization of Receipt/Income Derived Thereof.

1. Pursuant to the provisions of Sections 2 and 4 of the General Provisions of RA No. 7645 and in order to have proper procedure under existing rules and regulations in the operations of Guesthouses within the DENR R-10, the following guidelines are hereby promulgated:
 - 1.1 Rate of Rental per day of stay
 - 1.1.a DENR Regional Office Guesthouse
 - P 20.00 per day for DENR employees
 - P 30.00 per day for Non-DENR employees
 - 1.1.b Other DENR Guesthouse within the Region:
 - P 10.00 per day for DENR employees
 - P 20.00 per day for non-DENR employees
 - 1.2 A designated caretaker must be assigned to keep the cleanliness and orderliness of the guesthouse.
 - 1.3 All collections/Rental income shall be collected by authorized collecting officials upon issuance of official receipts, and shall be deposited to authorized servicing Banks.
 - 1.4 All income derived from rents and other collection shall be solely used for the operation of the guesthouse such as in the maintenance of beddings, lavatory toilet facilities, furnitures, fixtures, kitchen utensils, appliances and other assisting equipment.
 - 1.5 All payments made in connection with its operation shall be duly supported by receipts and to be disbursed by an authorized DENR personnel subject to the approval of the Regional Executive Director,

DENR Region 10 in the case of the Regional Guesthouse, and concerned PENR Officer if transaction is in the province.

- 1.6 Likewise a book of accounts shall be maintained showing its receipts and disbursements. A quarterly and annual report shall be submitted for verification and audit.
- 1.7 Income derived net from operating and other expenses within a calendar year shall accrue to the General Fund and shall be remitted to the National Treasury.

For strict compliance and guidance.

ANGEL C. ALCALA
Secretary

Recommending Approval:

ROGELIO M. DE LA ROSA
Regional Executive Director

Administrative Order
No. 62
October 15, 1993

SUBJECT : Institutionalizing Community Organizing as an Approach and Strategy in the Planning and Implementation of Programs and Projects in the Department of Environment and Natural Resources (DENR) and Providing Funds Thereof

In order to promote the national interests and the well being of the Filipino people pursuant to the Constitution and Executive Order No. 192 which mandates the Department to implement programs and projects for the conservation, development and management of our natural resources and our environment, community organizing as an approach and strategy to attain these national objectives is hereby adopted.

Section 1. Basic Policy

It is the policy of the Department to exert, maximum effort to implement the spirit and letter of the Constitution, particularly, Article II, Section 17, which states: "The state --- shall accelerate social progress, and promote total human liberation and development ---". Also, Section 23; "The state shall encourage non-governmental, community based or sectoral organizations that promote the welfare of the nation; Art. XIII, Section 16." --- The state shall by law, facilitate the establishment of adequate consultation mechanism ---". Community organizing shall be the strategy and approach to attain these stated objectives of our Fundamental Law of the Land.

The Department shall use community organizing in the planning, organization and implementation of programs and projects in consultation and in partnership with the people of communities affected in project and program implementation. It shall promote opportunities for individual participation for citizens to fulfill their rights and responsibilities to their community and to society in general. It shall seek to bring about responsible and self reliant communities capable of developing and managing its resources on a sustainable basis.

Section 2. Goals and Objectives

- 2.1 To achieve successful and meaningful implementation of community-based programs and projects

- 2.2 To identify and develop leaders and/or strengthen existing traditional leaders and structures for effective community mobilization
- 2.3 To improve the quality of life of the people
- 2.4 To establish effective self-governing people's organizations
- 2.5 To attain a responsible people empowerment for effective national development

Section 3. Definition of Community Organizing

Community organizing is a mean to create conditions for development through citizens participation. It is a strategy for mobilizing people to become fully and collectively involved in activities that aim to improve their lives. It is a systematic, planned and liberating, change process of transforming a community into an organized, conscious, empowerec , self-reliant, just and humane entity and institution.

Section 4. Implementation and Management Structure

- 4.1 The direction and management of community organizing shall rest on the Department Secretary. He shall chair and derive information and advice from a National Steering Committee on Community Organizing (NSCCO).
- 4.2 The NSCCO shall be composed of the Undersecretary for Natural Resources Management, Undersecretary for Environment and Research, Assistant Secretary for Management Services, Special Assistant for Regional Administration, National Coordinator for Coastal Environment Project, National Coordinator for Urban and Roadside Forestry, National Coordinator for Urban Pollution, Director for Plans and Programs, Director for Finance, Director for Human Resources Development, Director for Special Concerns Office, Director for Foreign Assisted Projects, and any other official that the NSCCO and the Secretary recommends and believes can contribute positively to the program.
- 4.3 A secretariat shall be organized to support the National Coordinating Committee.
- 4.4 The NSCCO shall assist the Secretary in the institutionalization of community organizing in the Department.
- 4.5 The National Coordinator for Community Organizing shall be a member and the Executive Officer of the NSCCO.

- 4.6 The National Coordinator shall monitor and coordinate the community organizing program in the Department. He shall be supported by a section of staff for program monitoring; a section of staff for program coordination; a section of staff for program research and an administrative support staff.

All Project Coordinators, Directors and managers of Projects with community organizing components shall submit reports on community organizing activities and efforts to the National Coordinator on community organizing.

Regional Coordinators on Community Organizing shall do the same. Project consultants and advisers on community organizing shall also do so.

- 4.7 A Technical Working Group shall be organized composed of representatives from DENR offices and projects with community organizing components.

- 4.8 Within fifteen days from the issuance of this order each and every Regional Executive Director (RED) shall organize a Regional Committee on Community Organizing (RCCO) from among his Regional Technical Directors (RTDs) as members. The RCCO may increase its membership in accordance with the needs of regional program implementation.

- 4.9 A Regional Coordinator for community organizing shall be designated by the REDs from among regional executives and staff who have had experience and exposure in community organizing. The Regional Coordinator shall assist the RED in the monitoring, coordination and support of the community organizing program in the region. He shall be assisted by a duly designated technical and administrative support staff.

All activities and efforts of other Regional Project Coordinators shall be integrated by the Regional Coordinator on community organizing in a unified effort on community organizing in the region.

- 4.10 The REDs shall designate coordinators for community organizing for each of their respective PENROs and CENROs. These coordinators shall assist their respective PENROs and CENROs, coordinate, support, and monitor community organizing projects and activities in their respective areas of jurisdiction.

They shall integrate all efforts on Community Organizing and project coordination in their respective areas of jurisdiction.

4. 11 The REDs shall designate and assign a Project Management Officer (PMO) from among employees with permanent appointments for every project with a community organizing component.

The PMOs shall live and work with the people in communities where the project is located to effectively facilitate community organizing in their areas of assignments.

- 4.12 The Guidelines in the implementation of Community Organizing of DENR is attached DAO - "A" Guidelines in the Planning and Implementation of Community Organizing in the Department of Environment and Natural Resources (DENR)

Section 5. Training and Orientation Programs

- 5.1 Field workers and officers who implement community organizing as a strategy and approach in program implementation shall be trained in community organizing.
- 5.2 Executives and staff of the Department who have responsibilities in the implementation of programs and projects with community organizing components shall undergo an orientation in community organizing.
- 5.3 The Human Resources Development Service (HRDS) is tasked to assist in the training needs assessment, training design preparation, training implementation and evaluation of the program.

Section 6. Funding

The funds to implement this order shall come from appropriate or designated items in the Annual General Appropriations of the Department and from such other sources both local and foreign as are programmed or obtained for the national development efforts of the Department.

Section 7. Repealing Clause

All orders, circulars, official instructions or parts thereof inconsistent with the provisions of this order are hereby repealed.

Section 8. Effectivity

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommended by:

RICARDO M. UMALI
Undersecretary for
Natural Resources
Management

BEN S. MALAYANG, III
Undersecretary for
Environment and Research

**Administrative Order
No. 63
November 03, 1993**

SUBJECT : Implementation of Approved Organizational and Staffing Changes in the DENR Pursuant to Memorandum Order No. 136 dated 16 June 1993 of the President of the Philippines

In view of the approval by the Department of Budget and Management in its letter dated 26 June 1993, of organizational and staffing changes in the DENR pursuant to Memorandum Order No. 136 dated 16 June 1993 of the President of the Philippines (Confirming the Streamlining of Functions, Activities and Projects and the Organization Structure & Staffing Pursuant to Memorandum Order No. 27), such changes are hereby implemented as follows:

A. Organizational Changes - (Renaming of Functional Units in FMB and PAWB):

1. Forest Management Bureau (FMB)

	Old Name	New Name
1.1	Forest Economics Division	Forest Policy & Resources Information Division
1.2	Reforestation Division	Forest Protection and Rehabilitation Division
1.3	Forest Land Uses Division	Forestland Uses & Regulatory Services Division
1.4	Natural Forest Mgt. Division	Production Forest Management Division

2. Protected Areas and Wildlife Bureau (PAWB)

2.1	Parks Division	Biodiversity Division
-----	----------------	-----------------------

2.2	Nature and Equivalent Reserves Division	Protected Area Community Management Division
2.3	Recreation and Special Uses Division	Nature Recreation and Extension Division
2.4	Wildlife Division	Wildlife Resources Division

B. Staffing Changes: (Abolished Positions & Costing)

Position Title	No. Grade	Salary Rate	Hiring Amount	Total
1. Office of the Secretary				
Private Sec. I, Item No.416	1	11	39,708	39,708
Clerk II, Item Nos. 240(2), 167(1),315(1),217 & 361(3)	5	4	27,000	135,000
Computer Programmer I, Item No. 203	1	11	39,708	39,708
Information Systems Researcher I Item Nos. 204 (2) (3)	2	10	37,224	74,448
Clerk III, Item No. 270 (2)	1	6	29,676	29,676
Budgeting Aide, Item Nos. 271(1) (2)	2	4	27,000	54,000
Accounting Clerk II, Item No. 282 (1)	1	6	29,676	29,676
Accounting Clerk I, Item No. 283 (3)	1	4	27,000	27,000
Human Resource Mgt Officer I Item No. 299 (1)	1	11	39,708	39,708
Utility Worker I, Item No. 335 (3)	1	1	24,000	24,000
Communications Equipment Operator II Item No. 393 (2)	1	6	29,676	29,676
Crafts & Trades Helper Item No. 409 (2)	1	1	24,000	24,000
Development Management				

Officer II Item No. 214(3)	1	15	53,016	53,016
Budget Officer II, Item No. 267 (12)	1	15	53,016	53,016
Accountant I, Item No. 278(1)	1	11	39,708	39,708
Regular		21		692,340
Computer Operator III, Item No. 13(2)	1	12	42,480	42,480
Driver I, Item No. 60(1)	1	3	25,872	25,872
Accountant IV, Item No. 16	1	22	99,000	99,000
Mechanic II, Item No. 48	1	6	29,676	29,676
Coterminous	4			197,028
Total, Regular & Coterminous	25			889,368
2. Ecosystems Research and Development Bureau				
Supervising Science Research Specialist, Item No. 619 (3)	1	22	99,000	99,000
Science Research Specialist I Item Nos. 641(2) & 682(1)	2	13	45,600	91,200
Chemist II, Item No. 656	1	15	53,016	53,016
Science Research Analyst Item Nos. 642 & 643(1)	2	11	39,708	79,416
Sub-total	6			322,632
3. Environmental Management Bureau				
Attorney II, Item No. 540	1	18	68,040	68,040
Sr. Science Research Specialist Item No. 239, CT	1	19	74,388	74,388
Sub-total	2			142,428

4. Lands Management Bureau

Driver I, Item No. 828(2)	1	3	25,872	25,872
Carpenter I, Item No. 829(2)	1	3	25,872	25,872
Attorney I, Item No. 887(1)	1	16	57,432	57,432
Precision Instrument Technician II Item No. 855	1	6	29,676	29,676
Clerk II, Item No. 862(4)	1	4	27,000	27,000
Cashier III, Item No. 102, CT	1	18	68,040	68,040
Disbursing Officer II Item No. 114, CT	1	8	33,024	33,024
Fiscal Examiner I, Item No. 103, CT	1	11	39,708	39,708
Land Management Officer I Item No. 140(1), CT	1	11	39,708	39,708
Land Management Examiner Item No. 142(2), CT	1	10	37,224	37,224
Legal Assistant II Item No. 127, CT	1	12	42,480	42,480
Stenographer II, Item Nos 128(1),(2), CT	2	6	29,676	59,352
Engineer III, Item No. 129, CT	1	19	74,388	74,388
Engineer IV, Item No. 374(2), CT	1	22	99,000	99,000
Engineer II, Item No. 377(3), CT	1	16	57,432	57,432
Bill Collector, Item No. 384(2), CT	1	5	28,260	28,260
Planning Officer V, Item No. 146, CT	1	24	121,620	121,620
Information Technology Officer II Item No. 148, CT	1	22	99,000	99,000
Information Systems Analyst III Item No. 152, CT	1	19	74,388	74,388
Planning Officer II Item No. 154, CT	1	15	53,016	53,016
Computer Operator III Item No. 155, CT	1	12	42,480	42,480
Planning Officer I, Item No. 158(2), CT	1	11	39,708	39,708
Planning Assistant				

Item Nos 162(1) (3), CT	2	8	33,024	66,048
Sub-total	25			1,240,728

5. Forest Management Bureau

Attorney II, Item No. 734	1	18	68,040	68,040
Chemist I, Item No. 749	1	11	39,708	39,708
Chief, Forest Management Specialist Item No. 85, CT	1	24	121,620	121,620
Sub-total	3			229,368

6. Mines and Geo-Sciences Bureau

Science Research Specialist II Item No. 963(6)	1	16	57,432	57,432
Geologic Aide, Item Nos. 989 (2) (3)	2	4	27,000	54,000
Clerk II, Item Nos 991(1), 932(1) and 1034	3	4	27,000	81,000
Storekeeper I, Item No. 928	1	4	27,000	27,000
Chemist I, Item Nos. 1008(1) (2)	2	11	39,708	79,416
Sub-total	9			298,848

7. Regional Office

a. National Capital Region

Clerk II, Item Nos. 2201(1) (2), 2236(2)(3), 2255(3) (4), 2289(1) (2), 2299, 2328(1), 2338(3)(4), 2348(3), 2369(3), 2384(5)(7) (11)(12), 2394-2	19	4	27,000	513,000
Budget Aide, Item 2209-2	1	4	27,000	27,000
Human Resource Management Aide Item Nos. 2227(1) (3), 2228(2)(3)	4	4	27,000	108,000
Security Guard I, Item No.				

2258(1)	1	3	25,872	25,872
Attorney III, Item No. 2264	1	21	39,736	39,736
Forest Management Specialist II Item Nos. 2293(1)(2)	2	15	53,016	106,032
Cartographer II, Item No. 2322	1	8	33,024	33,024
Cartographer I, Item No. 2324 (4)	1	6	29,676	29,676
Mathematician Aide II Item No. 2326(5)	1	8	33,024	33,024
Mathematician Aide I Item No. 2327(6)	1	6	29,676	29,676
Clerk I, Item Nos. 2330(1) (2) (3)	3	3	25,872	77,616
Bill Collector, Item Nos. 2367(3)	1	5	28,260	28,260
Forester I, Item Nos. 2398(1) (2)	2	11	39,708	79,416
Engineering Aide, Item No. 2413(56)	1	4	27,000	27,000
Sub-total	39			1,207,332

b. Regional Office I

Farm Supervisor, Item No. 1219(2)	1	8	33,024	33,024
Utility Worker I, Item Nos. 1193(2) (3) and (4)	3	1	24,000	72,000
Budgeting Aide, Item Nos. 1141 (1)(2)	2	4	24,000	54,000
Planning Assistant, Item No. 1130(2)	1	8	33,024	33,024
Sub-total	7			192,048

c. Regional Office II

Attorney III, Item Nos. 1455(1) (2)	2	21	89,736	179,472
Attorney II, Item Nos. 1554 and 1458 (2)	2	18	68,040	136,080
Stenographer I, Item No. 1462 (4)	1	4	27,000	27,000
Clerk II, Item No. 1561 (1)	1	4	27,000	27,000
Utility Worker I, Item Nos. 1585(16) (29) (55) (69) (13)	5	1	24,000	120,000
Laborer I, Item Nos 1600(1) (2)	2	1	24,000	24,000
Tree Marker Item Nos. 1598 (16) (24) (4)	3	2	24,876	74,628
Forest Ranger, Item Nos. 1596(48)(53)(63)(65)(70) (71)(73)(116)(4)(31)(81) (123)(16)(109)(198)(199) (263)(255)(363)(308)(351) (353)(355)(397)(381)(383) (389)(401)	28	4	27,000	756,000
Sub-total	44			1,368,180

d. Regional Office III

Clerk II, Item No. 1622(1)	1	4	27,000	27,000
Budget Aide, Item Nos. (1631(5) & 1632 (3)	2	4	27,000	54,000
Forest Management Specialist Item No. 1718 (1)	1	15	53,016	53,016
Bill Collector, Item No 1812 (2)	1	5	28,260	28,260
Sub-total	5			162,276

e. Regional Office IV

Accountant I, Item No. 1895 (4)	1	11	39,708	39,708
Driver I, Item No. 1946 (4)	1	3	25,872	25,872
Attorney II, Item Nos				

1954(1) (3)	2	18	68,040	136,080
Engineer II, Item No. 2014(1)	1	16	57,432	57,432
Medical Officer IV, Item No. 313 CT	1	20	81,576	81,576
Forest Ranger, Item No. 2147 (510)	1	4	27,000	27,000
Sub-total	7			367,668

f. Regional Office V

Land Management Officer I Item No. 2578(2)	1	11	39,708	39,708
Clerk II, Item No. 2582(1)	1	4	27,000	27,000
Cashier I, Item No. 2619(8)	1	10	37,224	37,224
Land Management Officer I Item No. 2625(4)	1	11	39,708	39,708
Mathematician Aide II Item No. 2630(4)	1	8	33,024	33,024
Cartographer I, Item No. 2632(3)	1	6	29,676	29,676
Engineering Aide, Item No 2635(6)	1	4	27,000	27,000
Utility Worker I Item No. 2636(18)(20)(42)(63), 2650(2)(8)	6	1	24,000	144,000
Scaler Item Nos. 2646(2) (3)(4) & (8)	4	5	28,260	113,040
Forest Ranger, Item Nos. 2647(1)(14)(27)(29)(91) (103)	6	4	27,000	162,000
Tree Marker, Item Nos. 2649(2) (10)	2	2	24,876	49,752
Laborer I, Item Nos. 2651(11)(12)	2	1	24,000	48,000
Sub-total	27			750,132

g. Regional Office VI

Attorney II, Item No. 2743(2)	1	18	68,040	68,040
Geologist II, Item No. 2789(1)	1	16	57,432	57,432
Forester II, Item No.. 2867(30)1	15	53,016	53,016	
Economist I, Item No. 2817	1	11	39,708	39,708
Accountant I, Item No. 2695	1	11	39,708	39,708
Bookkeeper, Item No. 356, CT	1	8	33,024	33,024
Sub-total	6			290,928

h. Regional Office VII

Clerk II, Item No.. 2903(1)	1	4	27,000	27,000
Security Guard I, Item No. 2959(4)	1	3	25,872	25,872
Utility Worker I, Item No. 3131(1)(15) and 3116(13)(38)	4	1	24,000	96,000
Mathematician Aide I, Item No. 3035(6)	1	6	29,676	29,676
Forester I, Item No. 3120 (13)(33)(38)	3	11	39,708	119,124
Scaler, Item No. 3126(1)	1	5	28,260	28,260
Forest Ranger, Item Nos. 3127(36)(17)(69)	3	4	27,000	81,000
Laborer I, Item Nos. 3132 (12) (48)	2	1	24,000	48,000
Engineer II, Item No. 3108(3)	1	16	57,432	57,432
Sub-total	17			512,364

i. Regional Office VIII

Administrative Officer III Item No. 3194	1	18	68,040	68,040
Stenographer II, Item Nos. 3225	1	6	29,676	29,676
Geologist II, Item Nos. 3264(2)(4)	2	15	53,016	106,032
Engineer II, Item Nos. 3282				

(1)(3), 3294(1) & 3359	4	16	57,432	229,728
Attorney II, Item No. 3336(4)	1	18	68,040	68,040
Forest Ranger, Item Nos. 3377(9)(6)	2	4	27,000	54,000
Special Investigator I, Item No. 3356(12)	1	11	39,708	39,708
Sub-total	12			595,224

j. Regional Office IX

Attorney II, Item Nos. 3474 (1)(2)(3) & 3475(2)(3)	5	18	68,040	340,200
Engineer II, Item Nos. 3501(1)(2)	2	16	57,432	114,864
Attorney II, Item Nos. 3569(1)(2)	2	18	68,040	136,080
Engineer II Item No. 3590(15)	1	16	57,432	57,432
Records Officer I, Item No. 366(1)(2) & (3), CT	3	10	37,224	111,672
Sub-total	13			760,248

k. Regional Office X

Special Investigator I, Item Nos.. 3842(2)(3)(13)(11) (17)(18)(19)(20)(21)(22) (23)(24)(25)	13	11	39,708	516,204
Engineer II, Item No. 3761(4)	1	16	57,432	57,432
Sub-total	14			573,636

l. Regional Office XI

Attorney II, Item Nos. 3952 (1)(2) and 3951(1)(2)	4	18	68,040	272,160
Forester I, Item Nos. 4097 (18)(33)(53)(65)(105)	5	11	39,708	198,540
Scaler Item Nos. 4105(22)				

(75)(96)(99)(104)(126) Forest Ranger, Item Nos. 4106(2)(393)(402)(92) (100)(65)(206)(326)(126) (274)(153)(50)(219)(196) (302)	6	5	28,260	169,560
Tree Marker Item Nos. 4109 (149)(152)(160)	15	4	27,000	405,000
Geologist II, Item No. 3994(4)	3	2	24,876	74,628
Special Investigator I Item No. 4084 (10)	1	15	53,016	53,016
Surveyman, Item No. 4092(16)	1	11	39,708	39,708
Cashier I, Item No. 3933	1	6	29,676	29,676
Accountant I, Item No. 3904	1	10	37,224	37,224
Clerk I, Item No. 4081-8	1	11	39,708	39,708
	1	3	25,872	25,872
Sub-total	39			1,345,092

m. Regional Office XII

Accountant I, Item No. 4147	1	11	39,708	39,708
Attorney II, Item Nos. 4194 4287(1)(2)(3)(4)(5)	6	18	68,040	408,240
Legal Assistant II, Item No. 4196(4)	1	12	42,480	42,480
Senior Science Research Specialist, Item Nos. 4207 and 4208 (1)(9)	3	19	74,388	223,164
Human Resource Management Officer I Item Nos. 4290 (1)(2)	2	11	39,708	79,416
Surveyman, Item Nos. 4316 (9)(10)(11)	3	6	29,676	89,028
Ecosystems Management Specialist II, Item Nos. 4319(5)(9)	2	15	53,016	106,032
Forester I, Item Nos. 4324(20)(41)	2	11	39,708	79,416
Scaler, Item Nos. 4331 (53)(63)	2	5	28,260	56,520

Forest Ranger, Item Nos. 4332(22)(58)(76)(133) (153)	5	4	27,000	135,000
Engineer III, Item Nos. 4248(4), 4272	2	19	74,388	148,776
Sub-total	29			1,407,780
TOTAL	329			12,656,280

N.B.

All item numbers are in accordance with the FY- 1992 Personal Services Itemization

2. NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY

Abolished Positions

Position Title	No. Grade	Salary Rate	Hiring Amount	Total
OFFICE OF THE ADMINISTRATOR				
Secretary II, Item No. 9(1)	1	9	35,004	35,004
Sub-total	1			35,004

ADMINISTRATIVE DIVISION

Buyer II, Item No. 41	1	6	29,676	29,676
Clerk III, Item No. 43(4)	1	6	29,676	29,676
Clerk II, Item No. 45(1)	1	4	27,000	27,000
Sub-total	3			86,352

FINANCIAL MANAGEMENT DIVISION

Accountant I, Item 56	1	11	39,708	39,708
Accounting Clerk II, Item Nos. 62(1)(2)	2	6	29,676	59,352
Sub-total	3			99,060

SURVEYS DEPARTMENT

OFFICE OF THE DIRECTOR

Administrative Assistant, Item No. 73(2)	1	8	33,024	33,024
Sub-total	1			33,024

SHIP SUPPORT DIVISION

Seaman 3rd Class (Surveyman), Item No. 84(8)	1	E	12,000	12,000
Sub-total	1			12,000

HYDROGRAPHIC SURVEY DIVISION

Ensign, Item Nos. 90(1)(2)	2	E	36,000	72,000
Cartographer III, Item No. 97(2)	1	11	39,708	39,708
Cartographer II, Item No. 100(2)	1	8	33,024	33,024
Clerk III, Item No. 101	1	6	29,676	29,676
Sub-total	5			174,408

OCEANOGRAPHIC SURVEY DIVISION

Lt. Senior Grade (Senior Oceanographer), Item No. 104(1)	1	E	48,000	48,000
Oceanographer II, Item No. 111(1)	1	15	53,016	53,016
Clerk III, Item No. 117	1	6	29,676	29,676
Sub-total	3			130,692

AERIAL AND SPATIAL SURVEY DIVISION

Engineer II, Item Nos. 124(3)(4)	2	16	57,432	114,864
Sub-total	2			114,864

GEODETTIC AND GEOPHYSICS DIVISION

Geophysicist I, Item No. 137	1	11	39,708	39,708
Computer Programmer I, Item No. 138(3)	1	11	39,708	39,708
Seaman 3rd Class (Surveyman), Item Nos. 142(13)(27)	2	E	12,000	24,000
Sub-total	4			103,416

ENGINEERING SERVICES DEPARTMENT

TRANSPORT ENGINEERING DIVISION

Lt. Junior Grade (Electrical Engineer), Item No. 149	1	E	42,000	42,000
Engineer II, Item No. 151(1)	1	16	57,432	57,432
Engineering Assistant, Item Nos. 156(1)(2)	2	8	33,024	66,048
Automotive Equipment Technician II Item No. 155	1	8	33,024	33,024
Sub-total	5			198,504

COMPUTER ENGINEERING DIVISION

Engineer II, Item No. 161(1)	1	16	57,432	57,432
Sub-total	1			57,432

INSTRUMENTATION AND COMMUNICATION DIVISION

Ensign. Item No. 169	1	E	36,000	36,000
Engineer III. Item No. 168(3)	1	19	74,388	74,388
Engineer I, Item Nos. 171(1) (2)	2	12	42,480	84,960
Clerk III, Item No. 172	1	6	29,676	29,676
Sub-total	5			225,024

ENGINEERING SERVICES DIVISION

Clerk III, Item No. 180	1	6	29,676	29,676
Sub-total	1			29,676

MAPPING AND REPROGRAPHY DEPARTMENT

PHOTOGRAMMETRY DIVISION

Lt. Jr. Grade (Senior Photo- grammetric Engineer, Item No. 190	1	E	42,000	42,000
Engineer III, Item No. 192(5)	1	19	74,388	74,388
Engineer II, Item Nos. 193(7)(8)(10)(14)(15)	5	16	57,432	287,160
Engineer I, Item Nos. 194(3)(4)(6)(7)(9)	5	12	42,480	212,400
Laboratory Technician II, Item Nos. 195(4)(5)	2	8	33,024	66,048
Sub-total	14			681,996

CARTOGRAPHY DIVISION

Engineer IV, Item 198(1)	1	22	99,000	99,000
Cartographer I, Item Nos. 204(11)(12)	2	6	29,676	59,352
Sub-total	3			158,352

REPROGRAPHY AND PRINTING DIVISION

Photo-Lithographic Technician I, Item No. 223(1)	1	6	29,676	29,676
Sub-total	1			29,676

REMOTE SENSING & RESOURCE
DATA ANALYSIS DEPARTMENT

LAND RESOURCE DIVISION

Senior Remote Sensing Technologist Item No. 231(11)	1	18	68,040	68,040
Remote Sensing Technolo- gist II Item No. 233(3)	1	15	53,016	53,016
Sub-total	2			121,056

PHYSTOGRAPHY AND AQUATICS
DIVISION

Remote Sensing Technologist II Item Nos. 238(2)(4)	2	15	53,016	106,032
Sub-total	2			106,032

Geographic Information
System Application Division
(Remote Sensing Technologist
I Item No. 245 (1)

	1	11	39,708	39,708
Sub-total	1			39,708

LAND CLASSIFICATION DIVISION

Remote Sensing Technologist II Item Nos. 250(16)(19)(25)	3	15	53,016	159,048
Sub-total	3			159,048

INFORMATION MANAGEMENT DEPARTMENT

DATABASE AND STATISTICS DIVISION

Information Systems Analyst II Item Nos. 263(2)(6)(7) (4)	4	16	57,432	229,728
Information Systems Researcher III Item No. 262	1	17	62,412	62,412
Information Systems Researcher II Item No. 264 (1)	1	14	49,092	49,092
Clerk III, Item No. 272	1	6	29,676	29,676
Sub-total	7			370,908

SYSTEMS DEVELOPMENT AND
PROGRAMMING DIVISION

Information Systems Analyst III Item No. 275(2)	1	19	74,388	74,388
Computer Programmer III Item No. 280(1)	1	18	68,040	68,040
computer Programmer II Item Nos. 278(1)(4) and 279(2)	3	15	53,016	159,048
Sub-total	5			301,476

MEDIA PRODUCTION DIVISION

Media Production Specialist II Item Nos. 286(3)(6)(7)	3	15	53,016	159,048
Clerk III, Item No. 289	1	6	29,676	29,676
Sub-total	4			188,724

INFORMATION SERVICES DIVISION

Information Officer IV Item No. 292(1)	1	22	99,000	99,000
EngineerII, Item No. 299 (1)(2)	2	16	57,432	114,864
Scientific Documentation Officer II Item No. 301	1	14	49,092	49,092
Information Systems Researcher I Item No. 302(2)	1	10	37,224	37,224
Scientific Documentation Officer I Item No. 305	1	10	37,224	37,224
Librarian I, Item No. 304	1	10	37,224	37,224
Sub-total	7			374,628
GRAND TOTAL	84			3,831,060

N.B.

All item numbers are in accordance with the FY 1992 Personal Services Itemization.

DENR Abolition of Position - Costing (SUMMARY)

Agency	No. of Pos.	Total Salaries	PERA	One Month Bonus	Cash Gift	GRAND TOTAL
OSEC	25	889,368	150,000	74,114	25,000	1,138,482
ERDB	6	322,632	36,000	26,886	6,000	391,518
EMB	2	142,428	12,000	11,869	2,000	168,297
LMB	25	1,240,728	144,000	103,394	25,000	1,513,122
FMB	3	229,368	12,000	19,114	3,000	263,482
MGSB	9	298,848	54,000	24,904	9,000	386,752
NCR	39	1,207,332	234,000	114,015	39,000	1,580,943
RO I	7	192,048	42,000	13,523	7,000	257,052
RO II	44	1,368,180	264,000	114,015	44,000	1,790,195
RO III	5	162,276	30,000	13,523	5,000	210,799
RO IV	7	367,668	42,000	30,639	7,000	447,307
RO V	27	750,132	162,000	62,511	27,000	1,001,643
RO VI	6	290,926	36,000	24,244	6,000	357,172
RO VII	17	512,364	102,000	42,697	17,000	674,061
RO VIII	12	595,224	72,000	49,602	12,000	728,826

RO IX	13	760,248	78,000	63,354	13,000	914,602
RO X	14	573,636	84,000	47,803	14,000	719,439
RO XI	39	1,345,092	234,000	112,091	39,000	1,730,183
RO XII	29	1,407,780	174,000	117,315	29,000	1,728,065
TOTAL	329	12,656,280	1,962,000	1,054,690	329,000	16,001,970
NAMRIA	84	3,831,060	504,000	319,255	84,000	4,738,315
GRAND						
TOTAL	413	16,487,340	2,466,000	1,373,945	413,000	20,740,315

This Order takes effect immediately.

ANGEL C. ALCALA
Secretary

**Administrative Order
No. 69
December 22, 1993**

SUBJECT : Amending DENR Administrative Order No. 48, Series of 1992 and Redefining the Organization and Management Structure of the ENR-SECAL Program

In the interest and exigency of the service and pursuant to the full scale implementation of the Environment and Natural Resources Sector Adjustment Loan (ENR-SECAL) DENR Administrative Order No. 48, Series of 1992, is hereby amended as follows:

- 1) The ENR-SECAL/IPAS Steering Committee is hereby reconstituted to include the following:

SECRETARY	-	Chairman
USEC for Field Operations	-	Vice-Chairman and Designated Senior Officer for ENR-SECAL
USEC for Natural Resources Management	-	Vice-Chairman
USEC for Environment & Research	-	Vice-Chairman
ASEC for Management Services	-	Member
ASEC for Legal Affairs	-	Member
ASEC for Planning and Policy	-	Member
Director, PAWB	-	Member
Director, FMB	-	Member
Director, FASPO-PCMS	-	Member
Program Director, ENR-SECAL	-	Member

Representatives from the following agencies who shall serve on an "on-call" basis:

Department of Budget and Management (DBM)
National Economic and Development Authority (NEDA)
Department of Finance (DOF)
Department of Justice (DOJ)
Department of Agriculture (DA)
Department of Agrarian Reforms (DAR)
Department of Public Works and Highways (DPWH)

Department of National Defense (DND)
Department of Interior and Local Government (DILG)

- 2) The functions of the Steering Committee and the ENR-SECAL Program Management Office (PMO) as prescribed in DAO 48, series of 1992 are hereby maintained.
- 3) The Program Director shall ensure that the operations of the ENR-SECAL Program are coordinated with the Vice-Chairmen and members of the Steering Committee, concerned DENR Central and Regional Offices as well as Technical Assistance teams of the Program. The PMO shall likewise assure the timely provision of inputs necessary for project implementation to concerned DENR offices who are responsible in providing technical and administrative support and other forms of assistance required by the Program.
- 4) The corresponding organizational structure is hereby appended..
- 5) This order shall take effect immediately and amends/supersedes previous orders or issuances not consistent herewith.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG, III
Undersecretary

RICARDO M. UMALI
Undersecretary

JOEL MUYCO
Undersecretary