

DENR Memorandum Circular
No. 01
January 15, 1993

SUBJECT : Testing/Recalibration of All DENR Vehicles

In line with the DENR's Anti-Smoke Belching campaign, and in order to set an example to the public, it is hereby ordered that all DENR vehicles should be tested and recalibrated, if necessary.

For the central office, the Director, Administrative Services is hereby instructed to prepare the schedule of testing and coordinate with the RTD for Environmental Management and Protected Areas System, NCR on this matter.

The REDs/PENROs, CENROs, Directors and all concerned are also hereby enjoined to implement this directive.

This Order takes effect immediately.

ANGEL C. ALCALA
Secretary

DENR Memorandum Circular

No. 02

January 11, 1993

SUBJECT : Implementing Guidelines Governing the Annual Re-accreditation of Non-Governmental Organizations (NGOs)

In accordance with the provisions of DAO 52, Series of 1992 and in order to ensure genuine NGO participation in DENR programs, the following implementing guidelines are hereby promulgated.

Section 1. Coverage

All NGOs, whether with existing DENR contracts or in the process of participating in the various programs/projects, shall be covered by the re-accreditation activity.

Certificates of accreditation shall be provided annually to NGOs who have met the requirements of re-accreditation.

The Certificate of accreditation shall be a pre-requisite document before an NGO can participate in any DENR program/project. It shall also be a pre-requisite document before an NGO can avail of payments from any DENR program/project the latter has contracted.

Section 2. Re-accreditation Requirements

The following documents, shall be required from the NGO applying for re-accreditation:

- a. Annual accomplishment report
- b. Annual financial statement
- c. Changes in the list of officers, if applicable

Section 3. Who will Re-accredit?

The National and the respective Regional NGO Desks shall be the main bodies to re-accredit NGOs. National-based NGOs shall be covered by the National NGO Desk while Provincial and Regional-based NGOs shall be covered by the respective Regional NGO Desks.

The Desks reserve the right to deny any NGO of re-accreditation after due process and for cause. A background investigation shall be conducted if the DENR Secretary or the Desks deem it necessary.

Section 4. Effectivity. This Order takes effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

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

DENR Memorandum Circular
No. 30
August 25, 1993

SUBJECT : Implementing DENR's National IEC Program for 1993

Pursuant to DENR's mandate which is the conservation, management, development and proper use of the country's environment and natural resources, as well as the licensing and regulation of all natural resources as may provided by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generations of Filipinos, a National Information, Education and Communications (IEC) Program for 1993 is hereby adopted for implementation in the Central and Regional Offices down to the PENRO and CENRO levels to insure the people's acceptance and support of the various environmental protection and natural resources conservation initiatives.

I. Objectives

The Information, Education and Communications Program aims to further enhance public awareness, support and participation in the country's continuing quest for ecological equilibrium and the sustainable development of natural resources.

Thus, by the end of 1993, the concepts, strategy, objectives, target beneficiaries, costs, funding sources, institutional constraints and potential problems of the Department's programs on:

Supporting devolved functions: ISF, pollution, small-scale mining, land surveys; Community-based forest management as alternative to TLAs, reduction of TLAs; reforestation and afforestation; watershed protection and rehabilitation; development of forest and related industries; upland livelihood and community organizing; land disposition and management; ancestral domain claims;

Support and regulation of the mining industry; coastal and marine protection and development; environmental protection and rehabilitation; protected areas and biodiversity enhancement; medium term Philippine development plan - environment and natural resources sector; other significant programs, projects, policies, etc. Shall have been explained on a face-to-face medium from the:

- A. Central Office to: Office of the President; at least 75% of Cabinet members; at least 50% of Congress persons; 100% of senators; 100% of editors and publishers of Metro Manila-based newspapers; at least 85% of top radio/tv

commentators and columnists in Metro Manila; 100% of program beneficiaries; 100% of NGOs working with DENR; 100% of DENR management; and 90% of DENR rank and file.

- B. Regional Offices to: 100% of governors and mayors; 100% of RDC members; at least 50% of provincial, municipal/city and barangay councils; at least 50% of RTC judges and prosecutors; 100% of editors/publishers of local newspapers; at least 75% of practicing journalists and broadcasters; at least 75% of parish level religious leaders, 100% of bishopric religious leaders; and all executive committee members of at least 75% of DENR-accredited NGOs and POs.

In addition: at least 10,000 column inches of text report on DENR activities shall have been printed in national and 60,000 column inches in provincial newspapers, and the following Department Officers shall have accumulated the following minimum radio and TV interviews and public speeches:

Secretary	-	10 hrs. radio/TV and	20 speeches (occasions)
Undersecretaries	-	8 hrs. radio/TV and	15 speeches
Asst. Secretaries	-	5 hrs.	" 10 "
Staff Off. Dir.	-	7 hrs.	" 10 "
Bureau Directors	-	7 hrs.	" 15 "
Asst. Bu. Dir.	-	6 hrs.	" 10 "
Reg. Exec. Dir.	-	10 hrs.	" 20 "
Reg. Tech. Dir.	-	10 hrs.	" 15 "
PENROs	-	10 hrs.	" 15 "
CENROs	-	5 hrs.	" 15 "

II. Target Publics

- A. External Public - Office of the President, Cabinet, members of Congress, media/opinion makers, local officials, DENR program beneficiaries, prospective beneficiaries, non-government organizations, civic, religious organizations, general public.
- B. Internal Public - DENR management, DENR rank and file

III. Program Strategies

A. Public Information and Communication

1. **Print Media** - national and local newspapers, vernacular magazines, campus publications
2. **Broadcast Media** - Metro Manila-based and local radio stations, Metro Manila-based and local TV stations
3. **Interpersonal Communication** - Press conferences/media briefings/media visits, speeches, conferences, meetings, dialogues

B. Public Education

Trainings/workshops, school visits/lectures/film showings, nature walks/camping, flip charts, "How To" primers/posters

IV. Key Messages

1. DENR needs people's **PARTICIPATION** and **PARTNERSHIP**, to ventilate issues and to monitor compliance to regulations.
2. DENR seeks to deliver services **BY WAY OF ORGANIZED** and **INFORMED** local communities.
3. DENR is moving toward community-based management of natural resources, access and use, away from commercial and high financed corporate options.
4. DENR is aware and is doing something about corruption among its rank.
5. The DENR is closely linked with other departments, bureaus, agencies, offices and other instrumentalities of government.

V. IEC Channels/Instruments

**TARGET PUBLICS
CHANNEL/INSTRUMENT**

IEC

- | | | |
|----|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Public Officials | reports, bulletins, brochures, interpersonal communication |
| 2. | Media/Opinion Makers | fact sheets, press/photo releases, feature articles editorial feeds, column items, letters to editors, press conference, media briefing/ media visits |
| 3. | NGOs, POs, Business | brochures, vital DENR Groups issuances, meetings, conferences |
| 4. | Students | school visits, lectures, videos, brochures |
| 5. | Program Beneficiaries | flip charts, "how to" primers, assemblies/dialogs, community organizing, farmers' training |
| 6. | DENR Management | management conferences, in-house bulletins/newsletters, vital documents/issuances |
| 7. | DENR rank and file | training/lectures, handbook, in-house bulletins/newsletters |
| 8. | General Public | mass media, billboards, posters, special events, film documentaries |

VI. Responsibility Centers

- | | | |
|----|--------------------------------------------------------|------------------------------|
| 1. | President, Cabinet members Secretary, Undersecretaries | |
| 2. | Legislature | Undersecretaries, ASECs |
| 3. | Regional Development | Regional Executive Directors |

Community members

4. Local Government Officials PENROs, CENROs
5. NGO leaders, parish church Special Concerns Office
6. National Media Public Affairs Office
7. Local Media REDs, RPAOs, PENROs, CENROs
8. Students EMB-EED, RPAOs, PAWB-RSUD
9. Program beneficiaries REDs, PENROs, CENROs
10. DENR Management Secretary, USECs, ASECs, REDs, Bureau Directors
11. DENR rank and file HRDS, FASPs
12. General public PAO, RPAOs, REDs, PENROs, CENROs

IEC Packets (Speakers' kit, handouts) shall be prepared by each responsibility center but are to be first submitted for review to the Director, Public Affairs Office. The Department EXECOM will approve all packets.

IV. Budget

National level activities	PAO Budget
Regional activities	RPAO Budget PHP200,000/reg
Provincial activities	PHP20,000/PENRO
Community activities	PHP10,000/CENRO

Budget to cover travel, charts and handouts

VIII. SUMMARY OF FASPs SECTORAL IEC CONCERNS

1. Forest Protection and Law Enforcement

ENR-SECAL Monitoring & Enforcement Component
Regions 2,4,7,10 & NCR

2. Forest Management
 - RP-German Integrated Rainforest Management Project
(Region 2 - Quirino province)
 - Pilot Project on community-based management of logged over areas in the
Philippines (Region 5 & 9)
 - Natural Resources Management Program (R2,4,8,10 & 11)
 - Forestry Sector Loan II (national)

3. Watershed rehabilitation
 - ENR-SECAL-RRMP
 - Aurora Integrated Area Development Project
(Aurora Province)

4. Upland development
 - RP-German Cebu Upland Project (R7)
 - Low-Income Upland Development (Mindoro Island)
 - FMB's Integrated Social Forest Program

5. Mangrove development
 - Fisheries Sector Loan Program (Manila Bay)
 - ERDB's Development of pilot mangrove forestation scheme in typhoon belt and
red tide prone areas of R8 (Samar)

6. Environmental protection
 - RP-German Industrial Pollution Control in Cebu (R7)
 - Pasig River Rehabilitation Project (NCR)
 - Manila-Cavite Project
 - Aquasilviculture Project

7. Protected areas and wildlife development
 - ENR-SECAL-IPAS Component
 - Flying Lemur and Philippine Tarsier Project
 - Project CARE

8. Land Management

Natural Resources Management & Development Program
LMB-CARP

9. Human Resource Development

HRD in Environmental Planning and Management for Sustainable Development
in the Philippines (national)
Local Development Assistance Program
Energy Sector Loan
Development and Management of the Los Banos
Experiment Station

10. IEC

Population Environment IEC Program PPSO's publications on policies, ENR critical information, statistical profiles, etc. ERDB's Technology Transfer program PAWB's Guided Tour of NAPWNC-Tulong-aral para sa Kalikasan, dalaw-turo, salin-turo, special media production, nature awareness summer camp, exhibit and display - ERDB's publication

11. Research and Development

- UNDP-FAO Bamboo Research and Development Project
- ERDB's CARP-ISF R 7 D - R & D Reforestation Program, socio-economic Valuation and Productivity, assessment of major lakes

IX. Program Monitoring

The IEC Council through the Public Affairs Office shall monitor the implementation of this Program by the Central Office (including staff bureaus), Regional Offices, PENROs and CENROs. Periodic reports shall be submitted to the Chairman, IEC Council. Validation of data reported shall be done whenever the need arises.

X. Program Evaluation

The Public Affairs Office and the Planning and Policy Service Office shall evaluate the accomplishments/ implementation of the Program and submit progress reports on the status of all program activities in the Central and Regional Offices to the Secretary through the Chairman of the IEC Council.

FOR STRICT COMPLIANCE.

ANGEL C. ALCALA
Secretary

**DENR Memorandum Circular
No. 31
September 10, 1993**

SUBJECT : Amendment to DENR Memo Circular No. 13, Series of 1993 re: Share of Local Government Units (LGUs) from the Utilization and Development of Forest Resources Within their Area of Jurisdiction.

In order to rationalize the effective implementation of Article 390 of R.A. 7160 otherwise known as the "Local Government Code of the Philippines" regarding the computation and automatic remittance of the shares of LGUs from the utilization and development of forest resources within their area of jurisdiction, Section 2 and 3 of DENR Memo Circular No. 13, Series of 1993 are hereby amended as follows:

"Section 2 For purposes of effectively implementing Article 390, the PENROs shall handle the computation indicating the corresponding shares of each city municipality or barangay within his area of jurisdiction and shall consolidate such computed shares to be forwarded to the Finance Management Service, DENR.

The Finance Management Service, DENR, on the other hand, shall consolidate the computed shares submitted by the PENROs and shall forward the same to the Department of Budget and Management for allocation to the Local Government Units (LGUs) concerned per pursuant to Memorandum Circular No. 97 dated 01 March 1993 issued by the office of the President."

"Section 3. The DENR Central Office, particularly, the Office of Financial Management Service, Project Development and Evaluation Division of the Planning and Policy Service and the Forest Economics Division, FMB shall monitor the proper implementation of this Circular."

Please be guided accordingly.

**ANGEL C. ALCALA
Secretary**

**DENR Memorandum Circular
No. 32**

**SUBJECT : Clearance of All Documents by the Office
of the Head Executive Assistant**

1. This is to reiterate the policy of the Office of the Secretary that no contracts or agreements are to be submitted to the Secretary for signature unless indorsed and cleared by the Head Executive Assistant.
2. Following this policy, all documents to be submitted to the Secretary for signature are hereby to be routed to the OIC HEA Annabelle Plantilla for clearance and endorsement.
3. FOR EVERYBODY'S COMPLIANCE.

**ANGEL C. ALCALA
Secretary**

DENR Memorandum Circular
No. 36
November 29, 1993

Subject : Guidelines in the Deployment and Use of ENR-SECAL Service Vehicles and Equipment.

Pursuant to the Department Administrative Orders Numbers 42, 20, 43 and 26 of ENR-SECAL in Regions 1 and CAR, 2, 9 and 10, the following guidelines are hereby issued to govern the proper and orderly deployment and use of vehicles and equipment procured by ENR-SECAL in connection with the implementation of the program.

1. PROPER ACCOUNTING OF VEHICLES AND EQUIPMENT

- a. All service vehicles and equipment procured by the Program Management Office (PMO), Regional Offices and Provincial Offices for the purpose of the ENR-SECAL Program shall be properly booked and accounted for and each shall be provided with appropriate property number. For this purpose, a Property Inventory Sheet (PIS) shall be fully filled up as to the information required therein, including deployment to concerned persons or units. Copy of the inventory sheet shall be forwarded to the PMO as basis for inventory and proper recording.
- b. All Memorandum Receipts (MRs) of service vehicles and equipment shall be properly recorded and taken up in the Property Inventory Sheet (PIS). Likewise a file shall be maintained by the concerned units for easy reference.
- c. Each duly accomplished (the invoice - Receipt for Property, GF No. 30-A) supported by a certified copy of PIS and MRs should be forwarded to the General Services Division who shall in turn after reviewing the same shall forward copies thereof to the Chief Accountant as a basis for recording/dropping the same in the book of accounts.

2. DEPLOYMENT OF VEHICLES AND EQUIPMENT FROM PMO TO REGIONAL OFFICES AND FROM REGIONAL OFFICES TO PENROs.

- a. All deployment of equipment and service vehicles shall be coordinated with the Property Custodian/Officer of the General Services Division of DENR Central Office/PMO, Regional Office and PENRO Office who

will be responsible for the deployment of the same. Notice shall be sent to the said persons to make the necessary arrangement for their transfer. The hauling cost shall be shouldered by the receiving unit concerned.

- b. All deployment of vehicles and equipment shall be covered by MRs which should be signed by the receiver/recipient accountable and responsible official before actual transfer is made. The Regional Office shall furnish a copy of MRs to the PMO, for the deployment of the equipment and service vehicles either procured by the PMO or Regional Offices.
- c. Further deployment of equipment and vehicles from the original receiving units to other units (e.g. Regional Office to PENRO ; PENRO to CENRO) shall always be covered by MRs or sub MRs, copy of which should be furnished to the PMO.

3. DEPLOYMENT OF SERVICE VEHICLES AND EQUIPMENT FROM PENROs TO NGOs

- a. Pursuant to the contract with NGOs, DENR shall provide service vehicles and equipment necessary in the implementation of project activities. However, all deployments and/or transfers made to NGOs from PENRO shall be covered by a Memorandum Of Agreement (MOA) between the PENRO and the NGO authorized representative, copy of which shall be furnished to the PMO.
- b. Deployment of pick up vehicles and motorcycles to the NGOs/WMUs shall be strictly in accordance with the attached distribution list for the first batch of vehicles and equipment procured at the Central Office, marked Annex A. Other concerned offices involved in the implementation of the project shall also be provided with service vehicle/s and some needed equipment through MOA once the next batch of equipment and service vehicles has already been procured by the PMO.

4. PROPER USE OF SERVICE VEHICLES AND EQUIPMENT

- a. All service vehicles and equipment shall only be for "official use" of the Project. A trip ticket shall always be prepared and signed by the Head of Office (WMU Manager for WMU Office and RED/PENRO/CENRO concerned for DENR) before the said vehicle/s

shall be dispatched for use. However in the absence of the designated official to sign the trip ticket, the officer-in-charge shall assume full responsibility. Anybody caught violating this shall be dealt with disciplinary and/or criminal action. In case of urgent and special cases which require the use of the said vehicle and equipment for other purposes, the Head of Office concerned may certify as to this urgency and allow the use of the same.

- b. For the mean time that the availability of service vehicles is limited, DENR can use the said vehicle through proper scheduling/arrangement with the NGOs. Use of the same shall be in connection with the project (e.g. for monitoring purposes).
- c. Vehicles and equipment issued to the NGOs should be used only in connection with the activities of the project.
- d. The first two (2) side doors of all pick up vehicles shall be painted with the following:

FOR OFFICIAL USE ONLY

DENR
LOGO

DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES
ENR-SECAL PROGRAM
REGION ____

5. RESPONSIBILITY OF THE RECEIVING UNIT OVER THE SERVICE VEHICLES AND EQUIPMENT

- a. Upon transfer of the service vehicles and equipment, the receiving units shall already be responsible for their safekeeping and full and proper maintenance.
- b. Registration of service vehicles shall be in the name of DENR. However, registration fees including yearly renewal of service vehicle's registration and payment of corresponding comprehensive insurance with the GSIS for vehicles and equipment transferred to NGOs (vehicles and equipment price plus its importation tax if there's any) shall be borne by the NGOs concerned.
- c. A corresponding amount equivalent to the 10% of the service vehicles' price plus its importation tax and other equipment transferred to the

NGOs as surety bond in favor of DENR for payment of any damages in the service vehicles and equipment.

- d. Receiving units (including NGOs) shall program adequate budget for the maintenance of service vehicles and equipment transferred to them. This includes allowance for gasoline and oil, and adequate amount for repair purposes.
- e. NGOs shall be responsible for the repair of the service vehicles and equipment transferred to them.
- f. NGOs shall likewise be responsible for hiring licensed drivers for the pick up vehicles totally transferred to them. In case of pick up retained in the control of the DENR units concerned, the letter shall be responsible for assigning licensed drivers.
- g. DENR and PMO representatives shall conduct periodic physical inventory and inspection of all service vehicles and equipment procured under the program.

TURN-OVER OF SERVICE VEHICLES AND EQUIPMENT FROM NGOS TO DENR UNITS CONCERNED

- a. Upon termination/cancellation of their contract, NGOs are obliged to return to DENR the service vehicles and equipment transferred to them in such condition as they would be at the time of such termination/cancellation. However, if the NGOs did not observe proper diligence in taking care of the said vehicles and equipment, NGOs shall be liable as far as damage that resulted from the said malfeasance. The payment of which shall be charged against the 10% surety bond posted by the NGOs in favor of DENR.
- b. Upon the turn-over of the service vehicles and equipment, the corresponding MOA shall automatically be revoked and the NGO concerned shall cease to be responsible for the said vehicles and equipment.

7. **EFFECTIVITY**

All concerned units covered by these guidelines are hereby enjoined to strictly implement the same immediately.

ANGEL C. ALCALA
Secretary

RECOMMENDING APPROVAL:

BEN S. MALAYANG, III
USEC for Field Operations and
Senior Supervising Official
for ENR-SECAL Program

RAMON J.P. PAJE
ASEC for Management Services

ROSALIO B. GOZE
Program Director
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