

ADMINISTRATIVE

**DENR Administrative Order
No. 01
January 02, 1995**

**SUBJECT : Prescribing A New Functional Organization for the
DENR**

Consistent with the Department's Organizational Development Program and pursuant to Executive Order No. 192, Series of 1987 and Presidential Memorandum Order No. 27, Series of 1992, mandating the improvement of operation and organization of national government agencies, a new DENR functional organization is hereby prescribed as follows:

1. OFFICE OF THE SECRETARY (OSEC)

The Office of the Secretary shall have the overall responsibility of providing the Department's direction and of implementing its mandates and objectives. It shall have direct control and supervision over the following staff and line offices:

- (a) Undersecretary for Environment and Natural Resource Programs and Operations (ENRPO);
- (b) Undersecretary for International Environmental Affairs and Attached Agencies (IEAAA);
- (c) Undersecretary for Policy, Planning and Administration (PPA);
- (d) Legal Services Office (LSO);
- (e) Public Affairs Office (PAO);
- (f) Special Concerns Office (SCO); and
- (g) Head Executive Assistant (HEA).

The Office of the Secretary shall also provide direction and technical supervision over the Pollution and Adjudication Board (PAB).

2. OFFICE OF THE UNDERSECRETARIES

**2.1 Undersecretary for Environment and Natural Resource
Programs and Operations (ENRPO)**

The Office of the Undersecretary for Environment and Natural Resource Programs and Operations (ENRPO) shall have the overall responsibility of providing direction to field operations and of implementing the programs of the Département. It shall have direct supervision and control over the Regional Offices and all Offices under them; the Natural Resource Programs Office; the Environment and Research Programs Office; and all Bureaus.

2.2 Undersecretary for International Environmental Affairs and Attached Agencies (IEAAA)

The Office of the Undersecretary for International Environmental Affairs and Attached Agencies (IEAAA) shall have the overall responsibility of coordinating all international environmental concerns including the implementation of international environmental treaties and participation in international bodies (i.e. UNCSD, EAGA, APEC, UNEP, ITTO, etc.) and conferences. It shall also provide advice to the Secretary in the implementation of the Department's mandate and objectives vis-a-vis international affairs. Likewise, it shall coordinate inter-agency bodies (i.e. PCSD, Palawan Council for Sustainable Development, etc.) and other committees which may be assigned by the Secretary.

The Office of the Undersecretary for International Environmental Affairs and Attached Agencies shall supervise for the Secretary all the DENR attached agencies, namely: Laguna Lake Development Authority (LLDA); Natural Resources Development Corporation (NRDC); and the National Mapping and Resource Information Authority (NAMRIA).

Moreover, said Office shall be assisted by an International Environmental Affairs Staff (IEAS) which shall be composed of detailed personnel from the ASEAN Liaison Staff and other DENR personnel who may be detailed by the Secretary.

2.3 Undersecretary for Policy, Planning and Administration (PPA)

The Office of the Undersecretary for Policy, Planning and Administration (PPA) shall have the overall responsibility of providing direction in the implementation of all management services; planning and policy formulation; project preparation and coordination; and other management functions and services. It shall have direct supervision and control over the Management Services Office; and the Policy, Planning and Project Management Office.

3. STAFF OFFICES

3.1 Natural Resource Programs Office (NRPO)

The Natural Resource Programs Office (NRPO) shall have the overall responsibility of providing technical advice and assistance on natural resources matters to the Office of the Undersecretary for Environment and Natural Resource Programs and Operations. It shall also have technical supervision over the Forest Management Bureau (FMB), the Lands Management Bureau (LMB) and the Mines and Geo-sciences Bureau (MGB).

3.2 Environment and Research Programs Office (ERPO)

The Environment and Research Programs Office (ERPO) shall have the overall responsibility of providing technical advice and assistance on environment and research matters to the Office of the Undersecretary for Environment and Natural Resource Programs and Operations. It shall also have technical supervising over the Protected Areas and Wildlife Bureau (PAWB); Ecosystems Research and Development Bureau (ERDB); and Environmental Management Bureau (EMB).

3.3 Policy, Planning and Project Management Office (PPPMO)

The Policy, Planning and Project Management Office (PPPMO) shall have the overall responsibility of coordinating, implementing and providing technical advice/assistance to the Undersecretary for Policy, Planning and Administration on all planning and policy formulation and project management functions and activities. It shall assume direct supervision and control over all the Service Offices and Divisions of the Planning and Policy Office (PPO) and Foreign-Assisted and Special Projects Office (FASPO).

3.4 Management Services Office (MSO)

The Management Services Office (MSO) shall retain its original functions and supervised Services/Divisions. Provided that its delegated authority is revised in consonance with the Office of the Undersecretary for Policy, Planning and Administration.

3.5 Legal Service Office (LSO)

The Legal Services Office (LSO) shall retain its original functions and supervised Service/Divisions.

In view of the limited (three) positions for Assistant Secretary, two of the above Offices shall be occupied or managed by designated Officer-In-Charge, either on detail or on concurrent capacity.

4. OTHER OFFICES, BUREAUS, SERVICES AND DIVISIONS

All other Offices, Bureaus, Services and Divisions, either within or attached to the DENR shall retain and continue to perform their respective functions and authorities prescribed under Administrative Order No. 1, Series of 1988 and/or other Orders, until revoked in writing. Provided that, delegated authorities to affected Offices, Bureaus, Services and Divisions within DENR shall be revised to conform with this new DENR functional structure.

5. OTHER PROVISIONS

5.1 International Task Forces, Committees and other ad-hoc bodies, whose functions or responsibilities have been clearly integrated in the above-mentioned offices, are hereby dissolved. All concerned Undersecretaries are hereby mandated to immediately cause the integration of said internal Task Forces, Committees and similar ad-hoc bodies to the appropriate regular offices above-mentioned. Likewise, all designations of Senior or Supervising Officers are hereby revoked.

5.2 The Secretary shall have the exclusive authority to appoint, designate, reassign, promote and remove/separate DENR personnel from Grade 24 (Division Chief) and above. All delegated authorities regarding this matter are hereby revoked.

6. REPEALING CLAUSE

All DENR Orders or Instructions inconsistent herewith, particularly Administrative Order No. 49, Series of 1993, are hereby repealed or amended accordingly. However, all consistent provisions of Administrative Order No. 1, Series of 1988 shall remain in force and effect.

7. EFFECTIVITY

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

DENR Administrative Order
No. 02
January 6, 1995

SUBJECT : Upgrading the Community ENR Office in the Municipality of Naval, Biliran into a Provincial ENR Office for the New Province of Biliran

Pursuant to the provisions of Executive Order No. 192 and in consonance with the request of the Sangguniang Panlalawigan of Biliran and to keep abreast with the recent development of events that gave birth to the new province of Biliran for the purpose of ensuring a more responsive and efficient public service, a Provincial Environment and Natural Resources Office for the new Province of Biliran is hereby created in lieu of the Community Environment and Natural Resources Office that is presently existing thereat with the following functions over its jurisdiction as defined herein below:

1. The PENR Office of Biliran shall perform the dual function of a Community and Provincial ENR Offices and that the PENR Officer shall exercise the consolidated duties and responsibilities that pertains to both offices pursuant to existing regulations:
2. The PENR Office of Biliran shall exercise its function within its administrative and territorial jurisdiction comprising the municipalities under the newly created island-province of Biliran, to wit: Biliran, Naval, Almeria, Kawayan, Maripipi, Culaba, Caibiran and Cabucayan.

The Regional Executive Director is hereby ordered to create an Accounting Unit at PENRO Biliran and to request from Department of Budget and Management for the approval of the necessary personnel complement to handle the books of accounts thereat.

PENRO and CENRO Officers of the areas affected by this order should effect a smooth turn-over of jurisdiction including necessary personnel and corresponding allotment and amend their respective program of activities accordingly.

This Order takes effect immediately and amends previous orders inconsistent herewith.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary for Operations

RAMON J.P. PAJE
Assistant Secretary for Management Services

AUGUSTOS L. MOMONGAN
Regional Executive Director
DENR, R8, Tacloban City

DENR Administrative Order

No. 04

January 31, 1995

**SUBJECT : Vessel Status I
Vessel Assignment II**

1. VESSEL AVAILMENT. M/V BANTAY KALIKASAN has been made available for use by DENR, from out of a lease entered into by Development Alternatives Inc., as Technical Assistance Contractor for the Monitoring Enforcement Component, Environment and Natural Resources Sector Adjustment Loan Program covered under World Bank Loan Agreement No. 3360.
2. VESSEL OPERATIONAL STATUS. M/V BANTAY KALIKASAN is placed on operational status in the service of the Department of Environment and Natural Resources effective February 2, 1993.
3. VESSEL ASSIGNMENT. M/V BANTAY KALIKASAN is assigned to the Operations Control Center effective February 2, 1995.

**ANGEL C. ALCALA
Secretary**

DENR Administrative Order
No. 07
March 8, 1995

SUBJECT : Guidelines for the Implementation of Gender and Development Activities in the Department of Environment Natural Resources (DENR)

Pursuant to Executive Order (EO) No. 192 and Republic Act (RA) No. 7192, otherwise known as the "Women in Development and Nation Building Act", the following guidelines necessary for the implementation of Gender and Development (GAD) activities in the Department are hereby promulgated, thus:

Sec. Statement of Policy and Objectives. It shall be the policy of the DENR to preserve, manage and conserve the environment and natural resources in a sustainable manner by harnessing all sectors of the society in the achievement of the goals of the Philippine Strategy for Sustainable Development (PSSD). The DENR also recognizes the role that women play in the realization of the visions of Philippines 2000. Towards this end, the DENR joins the entire government in the implementation of GAD activities.

The objectives sought to be achieved herein are as follows, namely:

- 1.1 To integrate gender concerns in the development process through, but not limited to, equal participation in all policies, programs, projects and activities of the DENR;
- 1.2 To ensure that all rules and regulations and procedures are reviewed and revised to remove gender bias therein;
- 1.3 To assure that sex-disaggregated data and other statistics relative to gender are readily available;
- 1.4 To integrate gender and development issues and concerns in all programs and projects of the DENR; and
- 1.5 To ensure that a proportionately equal percentage of official development assistance funds from foreign government and multi-lateral agencies and organizations, as well as from the regular budget, shall be set aside to support policies, programs, projects and activities with regard to GAD.

Sec. 2. Coverage. This Order shall cover both beneficiaries/clientele and implementors of all programs, projects, policies and/or activities under

implementation and those to be implemented by DENR in the central and field operations levels.

Sec. 3. Implementation of GAD Program and Activities. To achieve the objectives set forth in Section 1 hereof, the following bodies are hereby created in the DENR, to wit:

3.1 In the Central Office

3.1.1 A National Gender and Development Executive Committee (NGADEC) shall be created to be composed of the following, thus:

DENR Secretary	— Chair
Highest Ranking Female Official	— Vice-Chair
Undersecretaries	— Members
Director, Planning and Policy Studies Office (PPSO)	— Member
Director, Finance and Management Service (FMS)	— Member
Directors, Foreign-Assisted Special Projects Office (FASPO)	— Member
Bureau Directors	— Members

The NGADEC shall oversee compliance with RA No. 7192 and shall act on matters necessitating decisions relative to GAD.

3.1.2 A National Focal Point (NFP) to be headed by the Head Executive Assistant (HEA) of the Office of the Secretary shall be formed to provide support to the NGADEC.

In an effort to mainstream GAD activities with the Department's regular activities, the highest ranking female personnel of the following offices/services shall automatically become members of the NFP, namely: PPSO; Human Resources Development Service (HRDS), FMS, Administrative Services (AS), FASPO, NGO Desk of Special Concerns Office (SCO), and the head of Focal Points (FPs) of the different bureaus.

The NFP is likewise authorized to call on any personnel, unit or office within the Department to extend assistance to it as the need arises. The PPSO shall serve as the central repository of all GAD matters.

The NFP shall ensure that programs, projects, policies and activities of DENR shall enhance the participation of women and men both as agents and beneficiaries in the development and management of natural resources and in environmental protection, particularly in the technical and managerial aspects.

The NFP shall likewise perform the following functions, viz.:

- 3.1.2.a Coordinate with the National Commission on the Role of Filipino Women (NCREW) the implementation, monitoring, review and the updating of the Philippine Development Plan for Women;
- 3.1.2.b Monitor the implementation of GAD programs in the central and field offices;
- 3.1.2.c Package periodic performance and compliance reports;
- 3.1.2.d Serve as advisory body on GAD matters;
- 3.1.2.f Assess DENR's performance relative to GAD;
- 3.1.2.g Perform such other functions as may be assigned to it from time to time.

3.2 In the Staff Bureaus

An FP shall be formed to be composed of the highest ranking female personnel in the division/units. The Head shall be selected from among the members who shall then represent the staff bureau in the NFP.

3.3 In the Regional Offices

3.3.1 A Regional Gender and Development Executive Committee (RGADEC) shall be created in the different regional offices of the DENR to be composed of the following, thus:

Regional Executive Director (RED)	- Chair
Highest ranking female official in the region	- Vice-Chair
Regional Technical Directors (RTDs)	- Members

Head, Regional Focal Point	- Member
Provincial Environment and Natural Resources Officers (PENROs)	- Members

The RGADEC shall render quarterly compliance reports to the NGADEC.

3.3.2 A Regional Focal Point (RFP) shall also be created whose members shall be composed of the female regional personnel coming from counterpart divisions, units or offices of the Central Office-based Focal Point and managers of foreign-assisted projects. The members shall select among themselves a Head who shall then sit in the RGADEC.

Except for Section 3.1.a, its functions shall be similar NFP but may insofar as the regional office is concerned.

3.3.3 An FP in each of the Provincial Environment and Natural Resources Offices (PENROs) and Community Environment and Natural Resources Offices (CENROs) shall also be established. Where applicable, its functions shall be similar to the Central Office-based FPs. It shall coordinate with the RFP concerned.

The mechanics in the formulation of FPs and the selection of Heads in the bureau, regional, provincial and community levels shall be prepared by the NFP.

Sec. 4. Funding Requirements. In accordance with Section 2 of RA No. 7192, a portion of official development assistance (ODA) received from foreign governments and multilateral agencies shall be set aside and utilized to support programs and activities for GAD. Provided that for 1995, funding shall be provided as stipulated in Section 27 of the 1995 General Appropriation Act (GAA). In succeeding years, concerned units, bureaus, field offices, programs and projects shall indicate in their budget proposals specific amounts for gender-responsive projects.

Sec. 5. Effectivity. This Order shall take effect immediately and supersedes all rules and regulations inconsistent herewith.

SO ORDERED.

ANGEL C. ALCALA
Secretary

DENR Administrative Order

No. 16

May 17, 1995

**SUBJECT : Creating a Library Unit in the Public Affairs Office
in Every Region.**

Pursuant to Executive Order No. 192 series of 1987, and in line with the intensified information, education and communication drive of the Department to promote sustainable development of natural resources and improvement of the quality of environment, a Library Unit is hereby created in the regional Public Affairs Office.

Sec. 1. Functions. - The Library Unit shall perform the following functions:

- a. Provide library services to students and researchers on natural resources, environment and allied subjects;
- b. Serve as distribution center for DENR information, education and communication materials intended for the public;
- c. Procure by purchase or through donations technical books, magazines, and other reference materials; and
- d. Adopt and implement such measures as are necessary for the protection and proper use of library acquisitions and properties.

Sec. 2. Librarian. - The Regional Executive Director shall designate an OIC Librarian from the ranks of permanent employees who is interested and has knowledge in library work, preferably one with formal training in Library Science, and in default thereof any employee with a degree in BS Journalism or Mass Communication, Bachelor of Science in Education (BSE), and other social sciences.

Sec. 3. Official Space. - The Regional Executive Director shall allocate an appropriate space for the Library Unit where the OIC Librarian shall hold Office. The RED shall likewise provide a reading table and bookshelves for the convenience of library users and clients.

Sec. 4. Procurement of Library Materials. The Chief, RPAO shall upon recommendation of the Librarian see to it that technical books, magazines and other reference materials are procured either by purchase or through donations. For this purpose, all technical officials in the Regional Office, PENROs and

CENROs are hereby enjoined to donate to the DENR regional library any reading materials on natural resources and the environment for the use of students and researchers.

Sec. 5. Supervision. The Library Unit shall be under the direct supervision of the Chief, RPAO who shall be directly responsible to the Regional Executive Director.

Sec. 6. Funding. The Regional Executive Director shall allocate whatever funds available from the regional IEC appropriation for the initial operational expenses of the Library Unit. Each Sector is hereby likewise authorized to contribute and/or share any funds available for the library.

Later, the Regional Executive Director shall include in the proposed annual regional appropriation such amount as may be necessary for the operation of the Library Unit in the succeeding years, to be included in the DENR annual budget for consideration by Congress.

This order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommended by:

RAMON J.P. PAJE
OIC, Undersecretary for Administration
and International Environmental Affairs

RED JOSE R. GAPAS
OIC Directors
Public Affairs Office

DENR Administrative Order
No. 20
June 23, 1995

**SUBJECT : Creation of IEC-CO Regional Coordinating Staff in
the Public Affairs Office of the Department**

In the interest of the service, and pursuant to EO No. 192, Series of 1987, DAO No. 1, Series of 1988 and Special Order No. 1118, Series of 1994, and further to ensure effective supervision, implementation and monitoring of IEC-CO operations in the regions, an IEC-CO Regional Coordinating Staff is hereby created in the Office of the Director, Public Affairs Office which shall perform the following functions:

1. Prepare, develop and recommend policies and guidelines on the implementation of IEC-CO programs in the field;
2. Coordinate the planning and implementation of IEC-CO programs and projects of the regional offices;
3. Coordinate the provisions of human resource development and training for RPAOs, PPAOs and CPAOS, and CDOs and CDAs;
4. Monitor and evaluate the effectiveness of IEC-CO implementation in the field on the basis of pre-set goals and targets;
5. Provide in-house consultancy services for RPAOs, PPAOs, and CPAOs in communication planning and IEC materials development; and
6. Perform other functions as may be assigned by higher authorities.

The PAO Director shall recommend to the Secretary the personnel/employee for designation as IEC-CO Regional Coordinator within seven (7) days from the effectivity of this Order.

This Order takes effect immediately.

BEN S. MALAYANG III
Acting Secretary

DENR Administrative Order
No. 21
June 29, 1995

SUBJECT : Guidelines in the Implementation of the DENR Integrated IEC-CO Program

In the interest of the service, and in order to ensure the effective implementation of the DENR Integrated IEC-CO Program, in support of the Department's thrusts promoting sustainable development of natural resources and maintenance of quality environment, the following guidelines are hereby promulgated:

POLICY, OBJECTIVES AND DEFINITION OF TERMS

Sec. 1. Policy Statement - All information, education and communication (IEC) and community organizing (CO) activities in the DENR shall be integrated to provide unified and effective support to the thrusts of sustainable development of the natural resources and the maintenance of quality environment. All IEC-CO programs shall be pursued towards developing a national code of ethics on conservation, proper management, development and proper use of the said resources and the environment.

IEC-CO and other people empowerment strategies are likewise integrated in all program planning and project implementation activities in the DENR.

Sec. 2. Objectives of IEC-CO - The IEC-CO activities of the Department shall aim to increase the level of public awareness of the different programs, projects and activities of the DENR and encourage public support and participation in all activities geared towards the sustainable development of the country's natural resources and the maintenance of a better quality environment.

Specifically, the IEC-CO Program of the Department shall endeavor to achieve the following:

1. Increase the level of public awareness of the different programs and projects of the Department towards the sustainable management and development of natural resources and the maintenance of a quality environment;
2. Generate public interest in and organize, mobilize and operationalize the support of the people for DENR programs, projects and development activities;

3. Continuous strengthening of institutional capability through training in planning, implementing, monitoring and evaluating IEC-CO programs; and
4. Upgrade existing public knowledge and skills in natural resources conservation and development, and in environmental protection and management.

Sec. 3. Definition of Terms. As used in this Order, the following terms are construed, thus:

- a. **Print Media** - These include newspapers, both local and national, magazines, pamphlets, komiks, leaflets, flyers, posters, brochures, bulletins, periodikit, and other printed materials.
- b. **Broadcast Media** - These include DENR radio and television programs, radio releases, mini-drama, interviews, commentaries, spot reports, jingles, listeners feedbacks, etc.
- c. **Visual Media** - These will include photo exhibits, product exhibits, billboards, streamers, signs, etc.
- d. **Audio Visual Media** - These include documentary films, slide presentations, movie film clips, etc.
- e. **Interpersonal Communication** - This includes seminars, workshops, symposia, convocations, conferences, meetings, school lectures, speeches, inter-project visitations and other person-to-person communications.
- f. **Community Organizing** - means creating conditions for development through citizen 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 process of transforming a community into an organized, conscientious, empowered, self-reliant, and just humane entity and institution.
- g. **RPAO** - means the Regional Public Affairs Office.
- h. **PPAO** - means the Provincial Public Affairs Office.

- i. **CPAO** - means the Community Public Affairs Office.

IMPLEMENTING STRATEGIES

Sec. 4. Integrated IEC-CO Program. - An Integrated IEC-CO Program for the Department shall be prepared by the Public Affairs Office in consultation with the Bureau Directors, Regional Executive Directors, heads of attached agencies, and special projects.

Sec. 5. Monthly Calendar of IEC-CO Activities. - Based on the approved DENR-IEC-CO Program, Regional Executive Directors shall prepare their respective monthly calendar of IEC-CO activities starting the CY 1995, and every year thereafter, furnishing copies thereof to the Secretary through the Director, Public Affairs Office.

Sec. 6. Single Theme IEC-CO Impact Projects. - Effective the Calendar Year 1995, a single-theme IEC-CO impact project highlighting the programs, projects and activities of the Department shall be launched and implemented each month, in coordination with other national and local government agencies, non-government organizations and other socio-civic organizations.

The monthly IEC-CO impact project in the Central Office shall be coordinated by the Director, Public Affairs Office. The Regional Executive Directors shall be responsible for the implementation of the project in their respective regions.

Sec. 7. Sharing of Resources. - Implementation of the IEC-CO Program shall require maximum utilization of available limited financial, material and human resources. In order to attain the objectives of specific IEC-CO thrusts, whatever resources available in the Department, its bureaus and special projects shall be harnessed for the optimum implementation of any urgent IEC-CO program and project.

Sec. 8. Media Relations. - The Public Affairs Office shall establish and maintain linkages and harmonious relations with the different media practitioners and organizations, including but not limited to, print media, broadcast media, visual media, audio visual media and interpersonal communication, to ensure efficient implementation of this Order.

Sec. 9. Releases of Public Statements. Aside from the Secretary and other authorized officials of the Department, the Public Affairs Officer (PAO) shall serve as the official spokesperson of the Secretary and the Department.

Sec. 10. Press and Radio Releases. All Central Office press, radio and other media releases shall be cleared by the Public Affairs Office.

Media releases covering regional activities and accomplishments shall be cleared by the Regional Executive Director.

Sec. 11. Radio Programs. - To the extent possible, the DENR shall maintain radio programs in the regions as an IEC-CO tool for disseminating information and knowledge on DENR Programs and projects and for promoting environmental education.

Sec. 12. Community Organizing. - As a tool for people empowerment, community organizing shall be pursued in order to facilitate formation of organizations of DENR clients and project participants, to transform them into self-reliant and productive communities.

Since the attainment of the objectives of community organizing requires lengthy, patient and persistent community development work, community organizing as a component of any project shall be properly and systematically planned until the phase-out of any direct institutional assistance.

Sec. 13. Community Organizers. -Trained personnel in community organizing who love to work with people shall be considered for the positions of Community Development Organizers (CDO) and Community Development Assistants (CDA).

The responsibilities of a CDO and CDA shall include, but not be limited to the following:

- a. They shall go to the people, and live among them;
- b. They shall learn, plan and work with the people;
- c. They shall start from the indigenous resources, environmentally friendly technologies and structure of the community;
- d. They shall teach by showing or demonstrating, and learn and improve their expertise by doing;
- e. They shall adopt an integrated approach by helping the people understand the interrelationships between the different factors that cause their socio-economic stagnation, in such a manner as to pave the way for the community to address the different issues in an integrated manner.

Sec. 14. Strengthening the RPAO, PPAO and CPAO. — To ensure effective implementation of the Integrated IEC-CO Programs, the Regional Public Affairs Office shall henceforth serve as a staff under the direct supervision of the Regional Executive Director. The Provincial PAO shall be supervised directly by the PENRO and the Community PAO by the CENRO.

There shall be at least one (1) Information Officer at a Provincial PAO to be designated by the DENR Secretary upon the recommendation of the Regional Executive Director. The Regional Executive Director shall designate one (1) Information Officer in each CENRO upon the recommendation of the PENRO and CENRO Officer.

Sec. 15. Training of Information Officers, CDOs and CDAs. — All newly designated Information Officers, Community Development Officers and Community Development Assistants at the PENRO and CENRO levels shall undergo IEC-CO orientation-trainings to be conducted jointly by the Public Affairs Office and the Human Resources Development Service

MANAGEMENT AND SUPERVISION

Sec. 16. Supervision. - As provided under Executive Order No. 192, series of 1987, the DENR Secretary through the Director, Public Affairs Office shall supervise and coordinate the implementation of the DENR IEC-CO Program, including the monitoring and evaluation of the Programs.

Regional Executive Directors shall submit a monthly IEC-CO progress report to the DENR Secretary through the Public Affairs Office.

GENERAL PROVISIONS

Sec. 17. Fund Requirements. The funds to be used in the implementation of this Order shall come from appropriate or designated items in the Annual General Appropriations of the Department, and from local and foreign-assisted DENR projects.

Sec. 18. Repealing Clause. -The provisions of any Administrative Orders, memoranda, circulars, and related DENR issuances which are inconsistent with this Order are hereby repealed or amended accordingly.

Sec. 19. Supplemental Guidelines. — The PAO may promulgate supplementary guidelines as may be necessary for the effective implementation of this Order.

Sec. 20. Effectivity. - This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 25
August 29, 1995**

**SUBJECT : Redefining the Functions of the Human Resources
Development Service (HRDS)**

Pursuant to Executive Order No. 192 dated 10 June 1987 and consistent with the Department's mandate to establish a sustainable human resource development systems/services that shall pursue the advancement of customer service orientation while promoting environmental protection and sustainable development, the functions and structure of the HRDS are hereby redefined as follows:

A. FUNCTIONS

The HRD Service shall perform the following functions:

1. Formulate and recommend policies on human resources development;
2. Conduct training needs assessment for the development of a client/service oriented human resources while promoting sustainable develop and environmental protection;
3. Design, implement and evaluate/monitors comprehensive Department-wide human resources development programs;
4. Develop, implement and evaluate/monitor research programs for the enhancement of the human resources development systems/practices in the department;
5. Provide resource materials and promote information exchange on human resources development services and provide up to date resource materials/information, particularly those useful for career direction and development of employees;
6. Develop training capabilities of professional technical personnel;
7. Enhance the management and executive capabilities of the Department;

8. Conduct personnel testing/interview for employment and promotion purposes;
9. Liaise with professional regulatory boards and professional associations dealing with environmental protection and natural resources management; and
10. Establish and maintain human resources development database containing skills inventory and list of competencies for all positions, inventory of current level of skills of all personnel and such other information which are necessary to achieve the development of human resources.

B. ORGANIZATIONAL STRUCTURE

To effectively carry out the above functions, the HRD Service shall be headed by a Director and assisted by three Divisions, namely: Management Development Division (MDD); Career Management Division (CMD); and Trainers Development Division (TDD).

1. The HRD Service Director

The HRD Service Director shall have the overall supervision of all programs and activities consistent with the foregoing HRDS functions. Likewise, he shall directly supervise the MDD, CMD, TDD, the Resource Center, the HRD Support Service Center and the DENR National Training Center in Carrangalan, Nueva Ecija.

The Resource Center shall develop and provide instructional and resource materials for the enhancement of HRD training programs; maintain the training equipment; develop and implement procedures to catalogue training and instructional materials; promote exchange of information regarding resource persons, experts and institutions for the various concerns in environmental protection and natural resources management; design and implement research for the enhancement of instructional materials and training presentation; perform other related functions that may be assigned to it.

The HRD Support Center shall provide assistance in carrying out the human resources development functions of the regional offices and other units of the Department: design and implement a comprehensive

evaluation system for training programs of the Department; and perform such other related functions that may be assigned to it by the HRDS Director.

2. The Management Development Division

The Management Development Division shall develop and recommend policies, plans and programs concerning effective management/ leadership; develop and implement needs assessment relative to executive and managerial capabilities; design, implement and monitor/evaluate human resources development interventions for the enhancement of management potentials; coordinate with the Career Executive Service Board and similar institutions; establish and maintain a database for executive and management development; conduct research to enhance management practices in the Department; and perform other related functions that may be assigned to it.

3. The Trainers Development Division.

The Trainers Development Division shall develop and recommend policies, plans and programs for training trainers of professional technical employees; assess the needs for developing professional technical trainers; design, implement and monitor trainers training and other human resources development interventions for other technical professional employees; establish and maintain a database for technical professional trainers; coordinate with the Civil Service Commission and other institutions in the development of professional technical trainers; liaise with the Professional Regulatory Commission (PRC) and professional associations and promote professional standards among professional technical trainers in the environment and natural resources sector; and perform such other related functions that may be assigned to it.

4. The Career Management Division

The Career Management Division shall develop and recommend guidelines, plans and programs for the identification, enhancement, posting and monitoring of appropriate personnel into suitable positions where they can perform better and contribute more effectively in the protection of the environment and management of natural resources; develop and recommend guidelines for manpower planning and determination of appropriate personnel complement for the Department; conduct testing for recruitment and promotion purposes; in coordination with Personnel Division establish and manage performance appraisal system; provide career counselling; establish and manage a Department-wide (foreign and local) scholarship

program; establish and maintain a database for the succession plan of every unit in the Department; conduct research to enhance career and succession planning practices in the Department; perform such other related functions that may be assigned to it.

5. DENR National Training Center

The DENR National Training Center at Carranglan, Nueva Ecija shall be maintained as a training facility for all types of training whenever appropriate under the supervision of the HRDS Director.

C. OTHER PROVISIONS

1. The development and enhancement of technical skills shall be performed in close coordination with the Sectoral Bureaus and the Regional Executive Directors. The Regional Executive Directors shall identify and define the technical development needs for personnel within their jurisdiction following the guidelines developed by the Sectoral Bureaus and the HRDS. The Sectoral Bureaus shall ensure that the technical skills and expertise are available.
2. The HRD Director is hereby instructed to prepare the staffing requirement in accordance with the above structure provided that no personnel shall be demoted in rank or salary and provided further that all personnel shall be given appropriate duties and responsibilities and nobody shall be displaced as a result hereof. Moreover, such staffing requirements shall entail no additional cost to DENR.

D. EFFECTIVITY

This Order hereby amends/repeals all Orders inconsistent herewith, and takes effect immediately.

VICTOR O. RAMOS
Secretary

Recommending Approval:

RAMON J.P. PAJE
Assistant Secretary
Management Services

DENR Administrative Order
No. 26
November 19, 1995

SUBJECT : Creating a Policy Advocacy and Legislative Liaison Working Group

In line with the Department's efforts to optimize policy advocacy and liaison efforts with the Legislature in order to expedite enactment of relevant environment and natural resources legislations, the Policy Advocacy and Legislative Liaison (PA/LL) Working Group is hereby created:

The Policy Advocacy and Legislative Liaison (PA/LL) Working Group shall be composed of the following:

- | | | |
|---|---|--------|
| 1. Assistant Secretary for Legislative Affairs | : | Chair |
| 2. Representative, Public Affairs Office | : | Member |
| 3. Representative, Environmental Management Bureau | : | Member |
| 4. Representative, Forest Management Bureau | : | Member |
| 5. Representative, Protected Areas and Wildlife Bureau | : | Member |
| 6. Representative, Lands Management Bureau | : | Member |
| 7. Representative, Mines and Geo-sciences Bureau | : | Member |
| 8. Representative, Ecosystems Research and Development Bureau | : | Member |
| 9. Representative, Planning and Policy Studies Office | : | Member |
| 10. Representative, Special Concerns Office | : | Member |
| 11. Representative, National Mapping and Resource Information Authority | : | Member |
| 12. Representative, Office of the Secretary/ Head Executive Assistant | : | Member |

The PA/LL Working Group shall be responsible for:

1. The development and formulation of an appropriate policy advocacy and networking plan for ENR-related legislations;
2. The coordination and consultation with relevant technical units and agencies on the Department's work with Congress;

3. The development and establishment of a legislative monitoring and information data base system;
4. The development and formation of appropriate policy advocacy networks and support systems to the Department's policy and legislative advocacy efforts;
5. The formulation, development and conduct of necessary information, education, communication and social marketing campaigns and interventions in support of the Department's policy advocacy efforts on the proposed legislative proposals;
6. Involvement and mobilization of other appropriate units and agencies of the Department to support the policy advocacy and legislative activities; and
7. The periodic updating of the Department Management on the progress of the policy advocacy and legislative liaison activities.

The Legislative Affairs Office (LAO) shall act as the Secretariat of the PA/LL Working Group and shall coordinate the Working Group's activities.

The PA/LL Working Group shall perform its functions under the direct supervision of the Undersecretary for Legal and Legislative Affairs and Attached Agencies.

The Department bureaus, attached agencies, foreign-assisted and special projects shall provide technical assistance and support to policy advocacy and legislative liaison efforts relevant to their program mandates. Allowable expenses incurred in the performance of such tasks shall be charged against the respective units' funds subject to the usual accounting and auditing procedures.

This Order revokes all other orders inconsistent herewith and shall take effect immediately.

VICTOR O. RAMOS
Secretary

DENR Memorandum Circular
No. 01
January 06, 1995

**SUBJECT : Submission of Plan of Activities and Corresponding
Estimated Budget**

In order to properly put into perspective seminars, workshop and conferences and their corresponding expenses, all concerned offices shall submit to the ASEC for Management Services their plans/schedules for the activity, including estimated budget, at the beginning of the year.

These will serve as bases for approval of Special Orders authorizing such activities.

ANGEL C. ALCALA
Secretary

DENR Memorandum Circular
No. 02
January 30, 1995

SUBJECT : Prescribing New Work Schedules to Certain DENR Offices to Ensure Prompt and Efficient Delivery of Services to the Public.

1. Background

Pursuant to Memorandum Circular No. 60 (1993) of the Office of the President, establishing a system to ensure smooth flow of transaction in government, Memorandum Circular No. 111 (1995) was effected. It directs government agencies engaged in the delivery of critical frontline services and public transactions to operationalize a six day work week from Monday to Saturday, 7:00 A.M. to 7:00 P.M., continuously without break.

2. Rationale

The underlying policy of this directive is to see to it that from 7:00 A.M. to 7:00 P.M., Monday to Saturday, the public may continuously be provided service. For DENR, this means anyone can go to us at 7:00 P.M. on Saturday and still be able to file his application for a permit, a license or a certificate, or submit necessary requirements.

3. Offices Required

Starting February 1, 1995, the specific division/section/unit of the following Offices, which are involved in rendering frontline services to the public, are hereby directed to ensure delivery of frontline service from 7:00 A.M. to 7:00 P.M., Monday to Saturday without any break:

3.1 For the Central Office

Office of the Secretary which include Office of the Head Executive Assistant and the Undersecretaries, and Assistant Secretaries, General Services Division, Records Division, and Radio and Telecommunications Section.

3.2 Division/Units of All Staff Bureaus (EMB, FMB, PAWB, ERDB, LMB and MGB) and National Mapping Resource Information Authority which have been previously identified by the Presidential

Management Staff (PMS) as involved in the issuance of various permits, clearances and certificates. The Laguna Lake Development Authority (LLDA) and the Natural Resources Development Corporation (NRDC) shall also determine their respective divisions, sections, units covered by these guidelines.

- 3.3 Divisions/Units of all Regional Offices, including that of the PENROs and CENROs which are also involved in the issuance of permits, clearance and certification.
- 3.4 The Secretariat of the Pollution Adjudication Board, which is involved in dispute settlement as a Quasi-Judicial Agency.

4. Deployment of Personnel

4.1 Daily

From	7:00 A.M.-	4:00 P.M.; or
	8:00 A.M. -	5:00 P.M.; or
	9:00 A.M. -	6:00 P.M.; or
	10:00 A.M. -	7:00 P.M.

4.2 Weekly

Deployment shall be from Monday to Friday; Tuesday to Saturday; or any shifting arrangements acceptable to both the Head Office and the employees concerned.

4.3 Deployment of Official next in rank.

The Head of Office must ensure the presence of a senior official, or an official next in rank six days a week, or from Monday to Saturday.

4.4 Manpower Complement

Whenever necessary, the Bureau/Regional Director and Heads of Specific Offices are hereby empowered to secure services of other personnel to augment the Personnel of the Office required to render these specific workload.

Provided that it shall be the responsibility of the said head of offices to appraise the personnel to be deployed on the function of the office required to deliver frontline services.

Provided further that no overtime compensation shall be paid on the basis of this Monday to Saturday 7-7 working hour.

5. **Flowchart**

As mandated by Office of the President's Memorandum Circular No. 60, flowchart for each frontline service (i.e. Certificate of Timber Origin, Mineral Production Sharing Agreement, Homestead Patent, Environmental Compliance Certificate, etc.), containing the estimated processing time, must be displayed by the concerned offices for the information of the clients.

To ensure delivery of service in the swiftest possible time, the workflow must also be designed taking into account the schedule of the signing officials.

6. **Office Required to Provide 24 Hours Operation**

The Unit of the Public Affairs Office involved in providing information to the public shall operate 24 hours a day, 7 days a week in coordination with the Office of the Press Secretary.

Check-points in various airports, piers and other strategic places shall continue to render 24-hours services.

7. **Responsibility of the Head of Office**

As this prescribed work hours is for strict compliance, it is reiterated that the respective Heads of Office must ensure that the office primary frontline service are open from 7:00 am to 7:00 pm, Monday to Saturday. Any complaint from the public indicating otherwise, will be the responsibility of the Head of Office concerned.

8. **Effectivity**

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

DENR Memorandum Circular
No. 03
February 09, 1995

**SUBJECT : Reiteration of Commitment to the Kabuhayan 2000
(K-2000) Program Implementation Concerns**

Calendar Year 1995 marks the second year of K-2000 program implementation. While on the whole the program could boast of a modest achievement in its initial year of implementation (1994), our accomplishment showed that DENR enrolled projects are lagging behind compared with our committed target. We have to double our efforts to meet the objectives and targets of the program to generate two million jobs in two years time at accelerated rate.

We can meet these challenges by renewing our commitment to the Program through a more active participation in the Program's coordination activities at the regional, provincial/city and municipal levels such as in the expeditious and conscientious aligning/complementation of the committed resources and efforts.

For these purposes, all concerned regional/local levels are hereby directed to provide all the necessary technical, financial and logistical support for KABUHAYAN 2000.

For immediate compliance.

ANGEL C. ALCALA
Secretary

DENR Memorandum Circular
No. 04
January 19, 1995

SUBJECT : Monthly Highlight of DENR Programs to Attain Needed Critical Mass Support for the Programs, Projects and Activities of the Department

Pursuant to Executive Order No. 192, series of 1987, and in order to generate and ensure greater public support for the effective implementation of the DENR Programs towards sustainable development of natural resources and the maintenance of quality environment, a monthly highlight of DENR Programs, Projects and Activities shall be undertaken and implemented beginning January 1995. This activity shall be pursued in coordination with other National Government Offices, local government units (LGUs), and non-government organizations (NGOs), as follows:

Monthly	Theme
1. JANUARY	ASEAN Environment Year DENR 1994 Accomplishments
2. FEBRUARY	People Empowerment in the Upland/Protection of Ancestral Domains/Equity in Access to Natural Resources
3. MARCH	Wastes Resource Management/ Community Based Forest Protection and Conservation
4. APRIL	Brown Environment
5. MAY	Management of Priority Integrated Protected Areas
6. JUNE	Green Environment
7. JULY	Research and Technology Transfer
8. AUGUST	Blue Environment/Coastal : Environment Program (CEP)

9. September	Indigenous Communities and the Environment
10. October	Women and Environment
11. November	Mining and Non-Renewable Resources
12. DECEMBER	Pollution and Natural Resources Management

Objectives of the Project

The launching and sustained implementation of the above impact projects are designed to:

1. Generate awareness on the part of the general public of the programs, projects and activities, and accomplishments of the DENR in relation to the theme of the impact project for the month;
2. Create general awareness of the expected positive effects that would accrue to the community as a result of the effective and successful implementation by the DENR of the above projects; and
3. Generate interest on the part of the public to play a positive role in support to and in promoting the success of the DENR projects and activities.

Implementing Strategies

In order to insure effective implementation of the above monthly impact projects, the following activities/ strategies are suggested, to wit:

1. **Project Planning** -Start planning the project well in advance, by identifying the possible sites of celebration, the specific activity to be undertaken, the personalities to be involved, the materials and supplies that may be needed during the celebration, the topics to be assigned and discussed by speakers and resource persons.
2. **Involvement of Other Officials** -Invite heads of offices, particularly"those of the sectors concerned including LGUs and NGOs, to a meeting to solicit their support and participation in the activity Identify and agree on the role that each of the different offices would

assume.

3. **Public Participation** - Ensure greater public participation and involvement of school authorities and members of non-government organizations, and other socio-civic organizations.
4. **Sustained Publicity** - All publicity efforts shall focus on the DENR programs, projects and activities related to the theme/topic subject of observance during the month, thru the print media, radio-TV, photo exhibits, seminars, symposia, meetings and community assemblies.
5. **Regionwide Observance** - The Regional Executive Director shall meet the PENROs and agree on the date of launching of the monthly impact project to ensure a well coordinated regionwide celebration.

Other Activities on Low-Key Level

All Activities not related to the theme being celebrated during the month shall continue to be pursued on a low-key basis in order not to confuse the public. As much as possible, no publicity shall be initiated on other subjects, other than the theme under focus during the month.

Expenses

All expenses to be incurred in the implementation of the monthly impact projects shall be charged against the appropriation of the Central Office and regional offices concerned.

Effectivity

This Memorandum Circular shall take effect immediately.

ANGEL C. ALCALA
Secretary

**DENR Memorandum Circular
No. 07
March 29, 1995**

SUBJECT : DENR Physical Education/Fitness and Sports Program

In order to enhance personnel efficiency in the government service through the maintenance of the physical and mental well-being of the employees, and in line with the national policy of "Sports For-All" as adopted under Executive Order No. 64 within the decade of Physical Fitness and Sports, 1990-2000, and in accordance with CSC MC. No. 38, S. 1992, known as the "The Physical and Mental Fitness Program for Government Personnel", the Department of Environment and Natural Resources (DENR) shall henceforth pursue, the following athletic activities:

ACTIVITY I. Launching of an Inter-Service/Division/ Office/Unit Athletic competition, 3rd week of March, 1995.

All Heads and Chiefs of Bureaus/Offices/Services are hereby enjoined to designate Division Chiefs or heads of units as the case maybe, to organize their respective teams and authorize as many employees as maybe excused on official time to attend and participate in the planned events.

The following are the suggested athletic activities designed to draw officials and employees into modest regimen of physical conditioning as well as to provide a wholesome and refreshing respite from the routine works:

Basketball	Volleyball
Table Tennis	Lawn Tennis
Chess and Dama	Duckpin/Tenpin Bowling
Walkathon/Marathon	Mass Calisthenics
Parlor Games/Obstacle Race	Tug of War
Badminton/Aerobics/Mass Jazz Dancing	

The organized teams shall compete from among themselves in the above mentioned events. These competitions shall be conducted in the Bureaus/Offices/Services/Units on a sustaining basis.

ACTIVITY II. Inter-Service/Bureau/Office Athletic Competition from March to June 1995.

Corollary to the celebration of the DENR Anniversary there will be an Inter-Bureau/Service/Office, Athletic Competition. The following events shall be given

priority during the celebration:

- | | |
|------------------------|---------------|
| Walkathon/Marathon | Parlor Games |
| Mass Calisthenics | Tug of War |
| Chess and Dama | Obstacle Race |
| Basketball | Volleyball |
| Duckpin/Tenpin Bowling | Table Tennis |
| Lawn Tennis | |

ACTIVITY III. Participation in the National Regional Tournament DENR-Wide (Regional Offices).

To allow competent and qualified players to join the National Competition to boost the morale of players and to represent their respective offices in the DENR Regional Tournament, a committee shall be created which will be tasked to spearhead this activity.

To intensify the Sports Development and Physical Fitness Program of the Department, all Bureau Directors, Service Directors, Regional Executive Directors, Asst. Secretaries, Undersecretaries, and other officials concerned are hereby enjoined to give their full support and cooperation to ensure the successful implementation of this Program.

Funds for this purpose will be charge against the Cultural and Athletic Funds provided for under the 1995 General Appropriations Act.

This Memorandum Circular shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

ERLINDA P. MERAM
Director, FMS
OIC Management Service Office

DENR Memorandum Circular
No. 08
March 29, 1995

SUBJECT : Launching of a Painting Contest to Highlight ASEAN Environment Year

To highlight the celebration of the ASEAN Environment Year, you are hereby instructed to launch a painting contest in your respective regions on the theme "WE THE PEOPLES: UNITED FOR THE GLOBAL ENVIRONMENT."

The regional prizes in the amount of P5,000, P3,000, and P1,000 for the 1st, 2nd and 3rd prizes, respectively, together with the operational cost of this contest shall be chargeable against appropriations of regional offices which is hereby authorized. Likewise, the national prizes in the amount of P30,000, P20,000 and P10,000 for the 1st, 2nd and 3rd, respectively shall be charged against the appropriation of the Central Office.

The regional winners shall be considered as national entries to be decided upon during the celebration of the Environment Month in June. As a fitting recognition to the winners, the national and regional winners shall paint a mural in the DENR compound.

Attached are the guidelines for the painting contest.

ANGEL C. ALCALA
Secretary

DENR Memorandum Circular

No. 11

February 1995

SUBJECT : Guidelines in the Implementation of DENR Radio Programs/Broadcasts

In the interest of the service, and in order to insure a more effective implementation and/or airing of DENR Radio Programs as component of the information, education and communication (IEC) program of the Department, and achieve greater impact on the public, the following guidelines are hereby promulgated for the guidance of all concerned.

Sec. 1. Program Format. - All DENR Radio Programs, whether GOP Funded, by Special Project or Radio Station Public Service feature, shall adopt the Magazine Format, with the following common features:

- a. **Intro Music** - A common Intro Music shall be used at the start of every radio program.
- b. **Program ID** - There shall be a common Program ID for all DENR radio programs/broadcasts. This shall be in the dialect voiced by the Announcer at the start of the program/broadcast.
- c. **Extro (Vocal)** - Before the end of the program/broadcast, there shall be a parting statement by the Announcer common to all the DENR Radio Programs.
- d. **Extro Music** - The Extro Music shall be the last portion of the Intro Music.

The Director, Public Affairs Office shall provide the details of the above after consultation with Regional Executive Directors and DENR radio program announcers.

Sec. 2. Program Content. - Every DENR radio program shall contain the following:

- a) Brief News Report on DENR activities, vis-a-vis accomplishments, especially those related to the "theme or subject" being celebrated during the month; events related to environmental management and development of natural resources;

- b. Interviews with personalities having to do with managing the natural resources and the environment;
- c. Testimonies of satisfied DENR clients, such as participants and beneficiaries of DENR projects;
- d. Processing of feedbacks from the listeners;
- e. A song or jingle to serve as breaker;

Sec. 3. Appeal to Listeners. - As part of the common extro statement, the Announcer shall call on the listeners to support the DENR projects, and listen to the next broadcast of the DENR radion program.

Sec. 4. Advertisement. - All GOP funded Radio Programs including those of special projects shall be aired without any advertisement. In the case of advertisements inserted in a DENR Radio program by the Radio Station which provided the airtime free to the DENR, the product being promoted or the service advertised should be environment-friendly and/or related to the goals and objectives of the Department.

Sec. 5. Submission of Reports. - All Regional Executive Directors shall submit to the Secretary, thru the Director, Public Affairs Office, a monthly report of Radio Programs/Broadcasts aired during the month, and the subject matter covered, including the names of personalities interviewed.

Sec. 6. Effectivity. This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommended by:

BEN S. MALAYANG III
Undersecretary for Field
Operations and Programs

RAMON J.P. PAJE
OIC, Undersecretary
Administration and International
Environmental Affairs

RED JOSE R. GAPAS
OIC Director
Public Affairs Office

DENR Memorandum Circular

No. 13

May 22, 1995

SUBJECT : Launching the DENR-NAMRIA Photo Contest on Environment Awareness, Protection and Conservation.

Pursuant to Executive Order No. 192, s. 1987; Presidential Proclamation No. 522, s. 1995, and DAO 1, s. 1988, and in order to generate greater public awareness on the importance of clean environment, a Photo Contest is hereby launched by the Department and NAMRIA on environment awareness, protection and conservation.

Sec. 1. Policy. It is the policy of the government to protect and enhance a better environment for the benefit and enjoyment of the Filipino people. Every effort shall be undertaken to inform and educate the people on the various means of maintaining a clean environment.

Sec. 2. Objectives. The DENR-NAMRIA Photo Contest aims to highlight the objectives of the ASEAN Environment Year, and lend support to the observance of the Philippine Environment Decade.

Specifically, the Contest aims to:

- a. capture through photography, the natural pristine beauty of the Philippine countryside revealing their aesthetic, ecological, historical, and cultural values and their favorable effort for the maintenance of better environment, and
- b. generate public interest and support towards the protection and preservation of the country's beautiful land and sea scapes to promote the well being of the people.

Sec. 3. Contest Criteria. The planning and implementation of the DENR-NAMRIA Photo Contest shall be governed by the following criteria:

- a) **THEME:** The Theme for the Contest is "NATURE: THROUGH THE LENS".
- b) **PARTICIPANTS:** The Photo Contest is open to professional, non-professional and hobbyists photographers. Officials and employees of the Department of Environment and Natural

Resources, attached agencies and NAMRIA, and their relatives within the third degree are disqualified from the contest.

- c. **FORM OF ENTRY:** Entries shall be in the form of slides or transparency, in any of the following formats:

33 mm	6 x 9 cm
6.4 x 5 cm	2-1/4 x 2-1/4 in
6 x 7 cm	4 x 5 in.

Slides which have already won in other local, regional, national or international Photo Contests are not qualified.

- d) **NO. OF ENTRIES:** Each Contestant may submit not more than two (2) entires, indicating in each entry the sitio, barangay, municipality and province where the photograph/picture was taken, and date when taken.
- e) **DEADLINE FOR SUBMISSION OF ENTIRES:** This Photo Contest starts on April 28, 1995. All entries must be received on or before 5:00 P.M., June 16, 1995, by any of the following:

1) **Public Affairs Office**

DENR

Visayas Ave., Diliman, Quezon City

Tel. No. 999710 or 986666

2) **Media Production Division**

Information Management Dept., NAMRIA

Fort Andres Bonifacio, Makati City

Tel. No. 810-2890 or 810-4831 loc 217

Judging and proclamation of the winners shall be on July 3, 1995, at the Lecture Hall, National Mapping and Resource Information Authority (NAMRIA).

- f) **PHOTO PRINT:** For judging purposes, NAMRIA shall process and print one (1) 8 x 10 copy of every entry that qualified after the first judging/screening.
- g) **JUDGING CRITERIA:** Winners of the Photo Contest shall

be determined according to the following criteria:

1)	Theme	-	30%
2)	Visual Impact	-	40%
3)	Technical Quality	-	30%

The decision of the Board of Judges is final and unappealable.

- h) **PRIZES:** The prizes to be awarded to the winners of the Contest are as follows:

FIRST PRIZE	-	P20,000
SECOND PRIZE	-	P15,000
THIRD PRIZE	-	P10,000

A winning Contestant shall be entitled to only one prize. In case both entries of a Contestant obtained winning scores, the Contestant shall receive the prize with the higher value.

- i) **PUBLICATION, PRINTING AND DISPLAY RIGHTS:**
All accepted entries become the property of the Contest Organizers (DENR-NAMRIA) who shall be free to use these without any obligations to the photographer, for publication in its information and educational drive. However, Photographer's name shall be credited when these are used in any print material.

Sec. 4. Contest Management. - The Photo Contest shall be planned, implemented and managed by a Committee composed of the following:

Administrator JOSE G. SOLIS	- Chairman
Director JOSE R. GAPAS	- Co-Chairman
Asst. Director WILHILMINA CAPISTRANO	- Member
Ms. CONCEPCION BRINGAS	- Member
Ms. NANCY DE JESUS	- Member
Ms. IRMA PAULME	- Member
Mr. MELANIO GACOSCOSIM	- Member
Ms. PRESCILLA CALIMAG	- Member
Ms. CARMELITA PASSE	- Member

The Committee is hereby authorized to call on any DENR and NAMRIA official and/or employee for assistance when necessary for the success in the conduct of the Photo Contest.

Sec. 5. Fund Sourcing. - Funds for the Prizes and other incidental expenses shall be charged against the appropriation of the DENR and NAMRIA, respectively.

This Memorandum Circular shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommended by:

JOSE G. SOLIS
Administrator
National Mapping and Resource
Information Authority

JOSE R. GAPAS
Director
Public Affairs Office

DENR Memorandum Circular
No. 14
June 10, 1995

SUBJECT : Granting Support for Review Classes of Qualified Employees

In support to Civil Service Commission (CSC) Memorandum Circular No. 42, Series of 1991 "Professionalization of the Civil Service" and CSC-MC No. 13, Series of 1992, Establishment of Educational Support Program in Government Agencies, the Department authorizes the grant of official time and/or financial assistance to cover the cost of fees to qualified DENR employees who may want to take the review classes not longer than six (6) months upon the recommendation of the head of office and approval of the Secretary; provided that the applicant has rendered a continuous service of a least two (2) years in a permanent capacity with the Department prior to the availment of this benefit.

Upon approval of his application, the grantee shall be entitled to the following benefits and privileges:

1. review classes on official time with pay;
2. financial assistance to cover cost of tuition/review fee in the amount of P5,000.00 for the whole duration of the review, subject to adjustment based on availability of funds.

The grantee shall render one (1) year service obligation in the Department upon completion of his/her review classes. The privilege can only be availed of once by the grantee.

Nomination forms can be secured from the office of HRD Coordinators at the DENR Regional Offices and Bureaus or the Career Development Division in case of Central Office personnel.

This Order shall take effect not earlier than January 1, 1996.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary and Chairman,
Scholarship Committee

DENR Memorandum Order
No. 01
January 02, 1995

SUBJECT : Prescribing a Uniform Format For All DENR Orders

For purposes of clarity, a uniform format for Administrative Order, Special Order, Memorandum Order, Memorandum Circular and other similar DENR Orders, is hereby prescribed as follows:

Formatting Guidelines

Date:

- shall be written on the upper-right corner of the first page of the Order, beginning with the month, date and the year.

Order Type and Number:

- shall be written on the upper-left corner of the first page of the Order. Provided that the number of the Order shall be written immediately below the Order Type and shall be preceded by the current year and followed by the appropriate number in the series of a particular Order Type (i.e. 95-01; 95-02; 95-03 for Orders within the year 1995). The Order Type and Number shall also appear above the page number at the upper-right corner of the succeeding pages of the Order.

Subject:

- shall be written in underlined bold capital letters (at the center) immediately below the Order Number.

Sub-Headings:

- shall be written in small but bold and italic letters at the center of the page (i.e. Formatting Guidelines above). Provided that, if necessary, other sub-headings (i.e. Date, Order Type and Number, above) under a particular sub-heading (i.e. Formatting Guidelines above) shall be written in bold but small and underlined letter, followed by a colon, at the left-hand corner of the document. Other text formats for long Orders may be allowed as long as clarity is preserved.

Paging:

For long Orders requiring two (2) or more pages, page number and total pages of the Order shall be written at the upper-right corner (below the Order Type and Number) of every page starting from page 2 (i.e. AO 95-02 page 2 of 4 pages).

The format of this Order (M.O. 95-01) shall serve as an example of the prescribed uniform format for all DENR Orders.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

RAMON J.P. PAJE
Assistant Secretary for
Management Services

DENR Memorandum Order

No. 02

January 13, 1995

**SUBJECT : Non-acceptance or Return of Incomplete Applications
For Environment and Natural Resources-based
Licenses, Permits, Clearances and Other DENR Services.**

In the interest of the service, and in order to streamline the processing/evaluation of application from the public for environment and natural resources-based licenses, permits, clearances and all other DENR public services, and in order to eliminate complaints in connection with delays in processing, all DENR units, officials and personnel are hereby reminded to comply with the Civil Service Rules and Regulations on Ethical Standards, particularly on the prescribed period to act on documents received.

Likewise, all DENR units, officials and personnel are hereby directed not to accept applications for licenses, permits, etc. unless the pre-requisite fees and documents are complete. In cases when requirements arise as a result of preliminary evaluation, the applicant will be informed officially, and the application folder will be sent back to the applicant together with said official notice.

Applications will only be accepted again after satisfactory compliance with : the additional requirements.

For immediate compliance.

ANGEL C. ALCALA
Secretary

DENR Memorandum Order

No. 06

March 05, 1995

SUBJECT : Display of Billboard to Inform the Public of BP-BLD-265 Prohibiting the Extraction of Sand and Gravel Along Beaches

To make the people aware of the provisions of BP-Blg. 265 and to protect the beaches from man-made destruction throughout the country, the Provincial Environment and Natural Resources Officer, as Chairman of the Provincial Mining Regulatory Board shall immediately cause the display of billboards in beaches where extraction of sand and gravel are being observed. For uniformity, the billboard shall be 4ft x 4ft to contain the following information:

NOTICE:

**INFORMATION PROGRAM
DENR - DILG
Province of**

THE EXTRACTION OF GRAVEL AND SAND SUCH OTHER ACTIVITIES AS WOULD ERODE OR DIMINISH THE NATURAL BEAUTY OF BEACHES ARE STRICTLY PROHIBITED UNDER B.P. BLG. 265

ANY PERSON/S CAUGHT VIOLATING THE PROVISION OF THIS ACT UPON CONVICTION SHALL BE PUNISHED WITH IMPRISONMENT OF NOT LESS THAN SIX MONTHS OR A FINE OF NOT LESS THAN ONE THOUSAND PESOS OR BOTH SUCH IMPRISONMENT AND FINE AT THE DISCRETION OF THE COURT.

By Order:

Provincial Governor

This order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary for Field Operations