

DENR Memorandum Circular

No. 2000 – 02

January 27, 2000

**SUBJECT : LIFTING THE TEMPORARY
SUSPENSION OF DAO NO. 97-21**

DENR Memorandum Circular No. 98-19 dated December 02, 1998 which temporarily suspended the implementation of Department Administrative Order No. 97-21 (**Institutionalizing the Community Environment and Natural Resources Management Course in the DENR**) is hereby lifted effective immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Circular

No. 2000-05

March 09, 2000

SUBJECT : Delineation Of Responsibilities Between The Human Resources Management Service (HRMS) And The International Environmental Affairs Office (IEAO) On The Preparation Of The Necessary Papers For International Travel Of DENR Officials And Personnel.

To facilitate the preparation and processing of the necessary papers for international travel involving DENR officials and personnel, the following delineation of responsibilities shall be observed by both the Human Resources Management Service (HRMS) and the International Environmental Affairs Office (IEAO):

- 1 . Nominations and international funding requests, as well as, requests for travel authority/travel authority (for officials lower than Assistant Secretary) and other related papers needed for participation to international commitment meetings and negotiations, as well as, activities and events related to these international commitments such as workshops, seminars, fora etc. shall be prepared by the IEAO. The Human Resources Management Service (HRMS) shall be provided copies of these documents.
2. Nominations and requests for travel authority and other related papers and communications for other foreign travels, scholarships, training programs, fellowships and study grants not covered by the IEAO shall be prepared only by the (HRMS).

For strict compliance of all concerned.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Circular

No. 2000- 07

March 20, 2000

SUBJECT : Guidelines On The Delivery Of Supplies, Materials, Equipment And Services.

In order to strengthen the procedures in the procurement of supplies, materials, equipment and services, adhere to pertinent rules and regulations prescribed by law and institute penalties on erring suppliers, the following guidelines are hereby established:

1. Delivery of Goods

- 1.1 All deliveries of supplies, materials, equipment and services shall be directly delivered to the Warehouse, General Services Division for recording, receipt and disposition.
- 1.2 Partial delivery is strictly prohibited. In any instance where the supplier cannot deliver any item/s as stated in the contract, the same shall be supported by a waiver to be accepted, by the End-User and must be approved by the Assistant Secretary for Management Services.
- 1.3 Withdrawals of supplies by the end-users from the warehouse shall commence only upon notification by the General Services Division, which shall be based on the submission of Inspection Report by the Inspection and Pre-Acceptance Committee (IPC).

1.4 Equipment and Semi-Expendable materials shall be covered by Memorandum Receipts and corresponding Inventory Stickers before issuance to the end-user.

2. Penalties. on erring suppliers

2.1 Failure of supplier to deliver in full or not in accordance with the specifications as stipulated in the contract, shall be subject to the following regulations:

- a. First Offense One (1) month Suspension
- b. Second Offense Three (3) months Suspension
- c. Third Offense Blacklisted from engaging in DENR transactions

2.2 Delay in the delivery of goods for more than ten (10) days shall be classified as failure by the supplier and shall be subject to the same penalty under Item 2.1.

The IPC and the General Services Division shall at all times submit advance copies of the required documents in procurement to the COA Resident Auditor pursuant to existing rules and regulations.

FOR STRICT COMPLIANCE

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Circular

No. 2000- 08

March 16, 2000

SUBJECT : Disbursement Of Project Funds.

In the interest of the service and in compliance with COA recommendations on the Annual Audit Report (AAR) on DENR operations and Section 168 of the Government Accounting and Auditing Manual (GAAM), Vol. 1, primarily to preclude unnecessary expenditures and delay on the implementation of the projects' objectives and missions, additional. internal control guidelines on the disbursement of project funds are prescribed as follows:

1. Project funds shall in all cases be disbursed in accordance with the projects' planned activities.
2. Travel expenses of non-project personnel must be related or connected to the projects' objectives and activities, and shall be covered by Travel Orders approved by the Project/Service Director.
3. Charging of expenditures or transactions which are not related or connected to project activities as validated from the Project Instrument and Work and Financial Plan (WFP) are prohibited.

For strict compliance.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Circular

No. 2000-09

April 05, 2000

SUBJECT : Supreme Court decision in Dy v. Court of Appeals GR No. 121587 promulgated on March 9, 1999.

Time and again, field personnel of this Office involved in the campaign against illegal logging are almost always confronted with the problem of facing and answering replevin suits filed with the Regional Trial Court by owners of seized forest products and conveyances. More often than not the courts issue writs requiring the return to the owners of said seized items and conveyances.

Recently, however, the, High Court ruled that courts have no authority, to issue writs of replevin for confiscated forest products and conveyances while the same are still undergoing are still undergoing forfeiture proceeding and/or are already the subject of a forfeiture order. The proper remedy for claimants of seized forest products and conveyances ,who are interested in recovering, them is to first exhaust all administrative remedies within the DENR pursuant to Section 8 of P.D. 705. In other words, he has, to seek relief and pursue the same all the way up to the Secretary of DENR before resort to the court can be allowed.

Henceforth, if ever our forest officials, would be facing replevin suit in the course of the performance of their official duties, they, can resist said suits by involving the doctrine, of exhaustion of

administrative remedies which is too significant to be waylaid by the court. "(Paat v.s. C.A.. 266 SCRA 167 (1997)).

For your information and guidance.

(Sgd.) ROSELLER S. DELA PEÑA
Undersecretary for Legal Affairs

DENR Memorandum Circular

No. 2000-13

July 12, 2000

**SUBJECT : Guidelines On The Reimbursement
Of Expenditures.**

Pursuant to Malacañang Administrative Order No. 372 dated December 27, 1997 on the "*Adoption of Economy Measures In Government for FY 1998*", General Appropriation Act (GAA), Commission on Audit (COA) Circular No. 89-300 dated March 21, 1989 and in compliance with Audit Memorandum Order No. 99-0010 dated August 4, 1999, the following corrective measures are hereby prescribed:

1. Reimbursement of expenses shall be In accordance with the Program of Expenditure and accounting and auditing regulations.
2. Officials down to Division Chief level are authorized to reimburse expenses whether the expenses were incurred by the Official concerned in the performance of his/her duties or for the purchase of supplies and materials for their respective Offices.
3. Officials and employees are authorized to reimburse traveling expenses incurred in the performance of his/her duties as authorized.

This Circular shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Memorandum Circular
No. 2000-14
July 14, 2000**

**SUBJECT : Revision/Amendment Of DENR
Memorandum Circular No. 36 Re:
Guidelines For The Preparation Of
Phase-In/Phase-Out Plan For
Completing/Terminating Foreign-
Assisted And Special Projects**

Pursuant to Administrative Order No. 99-16 re: re-organization of the Foreign Assisted and Special Projects Office (FASPO) and to come-up with a workable plans for the phasing-in of completing foreign-assisted projects, the following Sections of Memorandum Circular No. 36 dated September 30, 1994 is hereby revised/amended to read as follows:

Section 1. RATIONALE

Insert as Paragraph 2, to read as follows:

In the same manner, investments are likewise poured into special/locally funded projects through regular DENR budget. Although special projects are implemented for shorter period of time compared to foreign-assisted projects, it is but imperative to ensure the institutionalization of these projects into the concerned DENR Regional Offices for continuity of project activities.

Section II. DEFINITION OF TERMS

Assistance to be defined as - maybe in the form of project funds sourced from **foreign, GOP counterpart fund or DENR regular fund**, manpower administration/supervision.

Section III. OBJECTIVES

Objective No. 1 to read as - To formulate plans, strategies and schedules for the phasing-in/phasing-out of foreign-assisted **and special** projects.

Section IV. EXPECTED OUTPUTS

No. 2 to read as - Projects' budgetary requirements and alternatives after termination of **loans/grants/special project fund** and strategies.

Section V. IMPLEMENTING STRATEGY

A. COVERAGE

- > All on-going foreign-assisted projects
- > All on-going Special Projects with duration of more than 1 year

B. CONDUCT OF PHASE-IN/PHASE-OUT WORKSHOPS

To come-up with a workable arrangement of a post project scenario, a phase-in/phase-out workshop shall be conducted at least one year before project

completion/termination on a per site basis. It shall be **spearheaded by the Project Impact Assessment Division (PIAD), FASPO**. Preparations for the workshop shall be closely coordinated with the concerned Project Management Office (PMO). For special projects, phase-in/phase-out workshops shall be done at least six month before project completion/termination and shall be coordinated with the Special Projects Division, FASPO.

The workshop shall be conducted to a) formulate plans and strategies for the phasing-in of foreign-assisted and special projects into the regular activities of the concerned DENR Regional Offices, LGUs and/or communities; b) determine the budgetary requirements of the projects for integration into the overall budgetary requirements of concerned Offices; and c) determine prospective office/agency/association that will sustainably implement project activities; d) workout possibility of a follow-on project phase, where applicable.

A draft phase-in/phase-out plan shall be prepared during the workshop. (Annex A can be used as reference). To facilitate the preparation of the said plan, the PMO shall present a working paper/phase-in plan to be used during the workshop. For special projects, the concerned Project Manager/Coordinator shall prepare the plan.

The major workshop output are commitments from the participants in support to the Project after the foreign or special/local funding has been terminated. Said commitments shall be signed by all concerned in the form of a Memorandum of Agreement.

Participants

- Office of the Undersecretary for International Commitment and Local Government Affairs
- Foreign-Assisted and Special Projects Office (FASPO)
- Office of the Asst. Secretary for Management Services
- Concerned DENR Regional Offices/PENRO/CENRO
- Concerned Project Management Office (PMO)
- Concerned Oversight/Funding Agencies
- Concerned LGUs
- Representative of affected communities/beneficiaries

C. CONDUCT OF INVENTORY AND DOCUMENTATION OF PROJECT VEHICLES AND EQUIPMENT, FURNITURE AND FIXTURES

The inventory and documentation of project vehicles and equipment shall be conducted separately at least six (6) months before project completion/termination. It shall be **spearheaded by the Office of the Asst. Secretary for Management Services.** The Team shall be composed of representative/s from the project concerned, FASPO, GSD, Budget and Accounting Division. A report shall be submitted to the Secretary for information and reference in the eventual acceptance of these vehicles and equipment after project completion. Said list/report shall be used in the proper deployment of the vehicles and equipment to the concerned DENR Offices.

D. PREPARATION AND SUBMISSION OF FINAL PHASE-IN REPORT

The Project concerned in coordination with PIAD-FASPO, shall prepare the final phase-in report to be submitted

to the Secretary. The agreement on the commitments made during the workshop, signed by all concerned shall be the major content of the said report.

E. EFFECTIVITY OF THE FINAL PLAN

Effectivity of the phase-in plan shall be specified in the Final Phase-in Report (whether complete or partial phase-in e.g. by component or by site). If no effectivity date is specified, the phase-in plan shall be fully implemented on the last year of project implementation.

Section VI. FUNDING AND LOGISTICS

The Concerned PMO shall shoulder the operating expenses for the workshop, including meals and accommodations. For special projects, expenses for the workshop shall be charged against FASPO special project funds. Travelling expenses of other participants shall be charged against their respective offices.

For on-site workshops, the concerned Regional Offices/PMO shall provide vehicles and other form of assistance to facilitate mobility of the workshop participants.

Section VII. MONITORING

- 7.1** The PMO/Project Manager shall include in their monthly reports to PCMS-FASPO the progress by which their plans are being implemented.
- 7.2** To ensure sustainability of the project activities and maximize utilization of the investments poured into the Project after project life, the PIAD-FASPO shall monitor on a regular basis the execution of the phase-in/phase-out plan and the commitments made by the DENR and other stakeholders. They shall report to the Secretary through the Undersecretary for International Commitment and Local Government Affairs for the timely and appropriate action needed to address possible problems that may arise.

All other provisions in Memorandum Circular 36 dated September 30, 1994 shall remain in force.

(Sgd.) ANTONIO H. CERILLES
Secretary

Recommending Approval:

(Sgd.) MARIO S. ROÑO
Undersecretary for International Commitment
And Local Government Affairs

DENR Memorandum Circular

No. 2000- 15

August 01, 2000

**SUBJECT : Guidelines On The Use Of The
DENR Central Office Hostel**

In order to establish proper management and maintain the orderly use of the DENR Central Office Hostel, the following guidelines shall be observed by all DENR officials and employees who wish to avail of its accommodations:

1. Only DENR Field Personnel with approved travel order/s shall be accommodated;
2. DENR retirees processing their retirement claims shall be accommodated, subject to the Secretary's approval of their written request;
3. The maximum period of accommodation shall cover only one (1) week in order to provide other employees the chance to stay in the hostel. Approval of the Secretary must be secured beyond maximum allowable period;
4. Booking shall be made at least three (3) days prior to the scheduled travel. Reservation and inquiries shall be directed to the Office of the Secretary;
5. Priority shall be given to those with confirmed booking;
6. A minimal Hostel Fee of Fifty Pesos (50.00) per day shall be charged to cover the cost of laundry for beddings; and
7. Use of electricity for notebook computers, printers, hairdryers, flat iron, etc., shall be with the consent of the assigned desk officer.

Be guided accordingly.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Memorandum Circular
No. 2000 – 17
August 22, 2000**

SUBJECT : Memorandum Of Agreement (MOA) Between The Department Of Environment And Natural Resources (DENR) And The Chamber Of Furniture Industries Of The Philippines (CFIP).

For the information, guidance and compliance of all concerned, quoted hereunder is the MOA between the DENR and CFIP spelling out their responsibilities to carry out cooperative undertakings generally directed at and supportive of the administration, management development, and use of forest resources on a managed and sustainable basis and of the development of the furniture-industry on a rational basis.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is entered into by and between:

The **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**, a government agency existing under the laws of the Republic of the Philippines with office address at Visayas Avenue, Diliman, Quezon City, represented herein by the Honorable Secretary, ANTONIO H. CERILLES, hereinafter referred to as the "**DENR**";

and

The **CHAMBER OF FURNITURE INDUSTRIES OF THE PHILIPPINES**, a non-stock and nonprofit corporation duly registered and existing under the laws of the Philippines, with office address at Unit H, 9th Floor, Strata 100 Bldg., Emerald Avenue, Pasig City, herein represented by its president, MR. EMMANUEL P. PADIERNOS, hereinafter referred to as "**CFIP**";

WITNESSETH, That:

WHEREAS, the **DENR** is the government agency primarily responsible for the conservation, development, management, administration, control and proper use of the country's natural resources;

WHEREAS, the **CFIP** is a national association of 1,500 member companies and twelve (12) chapters nationwide which are engaged in the manufacture, export and domestic supply of wood furniture parts, and furnishings;

WHEREAS, the wood furniture industry struggled to grow during the past five (5) years to provide employment to over 800,000 workers in the country;

WHEREAS, there is a phenomenal growth in the world market demand for wood furniture, which surpasses the demand traditionally posted by the rattan industry and this trend is seen to continue;

WHEREAS, during the **CFIP's** Presidents' Meeting in Zamboanga on July 24, 1999, a resolution was passed in support of the **DENR's** program in promoting the use of industrial tree plantation species to ensure the sustained supply of raw materials for the industry.

WHEREAS, the **DENR** and the **CFIP** have the following common objectives regarding the rational utilization of forest resources :

1. To promote efficiency in the management of natural resources for their conservation, protection and sustainable development
2. To accelerate the development of forest plantations to assure consumers a continuous supply of wood products and to help maintain the ecological balance of the country
3. To enhance the productivity of forest-based furniture industries and to make their products competitive in the global market
4. To help improve the social, economic and environmental conditions of people living in forests
5. To curtail illegal activities

WHEREAS, it is to the mutual advantage of the **DENR** and the **CFIP** to closely cooperate in pursuing and achieving the above-cited objectives, which are in accordance with the basic programs of the present Administration;

NOW, THEREFORE, for and in consideration of the foregoing premises, and the mutual covenant hereafter contained, the parties hereto have agreed as follows:

1. DENR OBLIGATIONS AND RESPONSIBILITIES

- 1.1 The **DENR** shall extend support to **CFIP** in ensuring that obligations and responsibilities of its members to conditions of their licenses, agreements or permits and pertinent policies of the DENR are being monitored and/or complied with;
- 1.2 The **DENR** shall require all concerned field offices to use the updated list of **Certificate of Good Membership Standing** issued by the **CFIP** as a basis, before any application or request can be processed from any individual, member or chapter of the **CFIP** engaged in industrial tree plantation development, forest products extraction, wood processing such as sawmilling, veneer and plywood making, importing and/or

exporting of wood products such as logs, lumber, veneer and plywood as well as in the dealership of the same.

- 1.3 The **DENR** shall suspend or cancel any license, agreement or permit issued to any individual member or corporation only under the due process of law except when demanded by the national interest.

To this end the **DENR** may call upon the **CFIP** to attend any and all hearings thereof in order to help to protect the interest of said member(s).

- 1.4 The **DENR** shall formulate a reporting system and implement policies and strategies to make the furniture industry globally competitive.

- 1.5 The **DENR** shall maintain the task force composed of representatives from the **DENR** and the **CFIP** wherein all policies shall be coursed through for proper coordination and consultation.

2. CFIP OBLIGATIONS AND RESPONSIBILITIES

- 2.0 The **CFIP** shall be responsible in informing all its members or all concerned about this **Memorandum of Agreement** and shall submit to the DENR and/or its field offices concerned an updated list of Certificate of Good Membership Standing in various regional Chapters.

- 2.1 The **CFIP** shall assist the DENR in monitoring and evaluating the performance of its members regarding their compliance to licenses, agreements or permits and pertinent policies of the **DENR**.

2.2 The **CFIP** shall encourage its members to participate in forest plantation development and the utilization of its by-products to sustain the increasing demand for raw materials.

To this end, the **CFIP** chapters shall: regularly submit status reports to the DENR Regional Offices, the format of which to be prescribed later by the DENR.

IN WITNESS WHEREOF, the parties hereunto affixed their signatures this ____ day of ____, 2000 in Quezon City.

**DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES**

**CHAMBER OF FURNITURE
INDUSTRIES OF THE
PHILIPPINES**

By:

By:

**(Sgd.) ANTONIO H. CERILLES
Secretary**

**(Sgd.) EMMANUEL P. PADIERNOS
President**

SIGNED THE PRESENCE OF:

(Sgd.) ROSELLER S. DE LA PEÑA (Sgd.) ANTONIO C. GOMEZ

In support of the objectives of the aforementioned MOA, more specifically for monitoring and evaluation purposes, every CENRO shall submit to RED concerned a PENRO-validated list and /or profile of all those engaged in industrial tree plantation development, forest products extraction, wood processing such as sawmilling, veneer and plywood making, importing and /or exporting of wood products such as logs, lumber veneer and plywood as well as in the dealership of the same, it shall first submit with the DENR and/or its field offices concerned an updated Certificate of Good Membership Standing issued by CFIP.

Each RED concerned shall in turn consolidate and submit aforementioned documents to the Secretary through the Forest Management Bureau within one (1) month from the date of approval of this Memorandum Circular. Henceforth, Items/Sections 1.1 and 2.2 of the aforesaid MOA shall be strictly complied with by all concerned. This MOA shall be circulated to Regional Offices for their guidance and compliance.

This Circular takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Circular

No. 2000-20

September 07, 2000

SUBJECT : Implementing Guidelines for Regionalization and Institutionalization of Foreign-Assisted And Special Projects To The DENR Regular Offices.

Pursuant to Executive Order No. 192 dated June 10, 1987 and in line with the Department's thrust to regionalize and institutionalize Foreign-Assisted and Special Projects per DAO No. 97-19 and in consonance with the provisions of DAO No. 98-17, the following guidelines are hereby issued for implementation:

1. All Foreign-Assisted and Special Projects related to the mandates, powers and functions of the Sectoral Bureaus shall be under the direct supervision, management and implementation of the Bureau's Concerned.
2. The Director of the Sectoral Bureaus shall perform the following functions:
 - 2.1 Supervise the overall implementation of the projects in coordination with the Regional Executive Director;
 - 2.2 Review and recommend the approval of budget proposals and Work and Financial Plans of these projects,
 - 2.3 Direct the conduct of regular monitoring and evaluation of the progress of activities and performance of foreign-assisted and special projects in coordination with FASPO;

- 2.4 Ensure that Bureau concerned is the repository of all reports, documents, technical papers and other relevant data and information generated by the projects for institutional memory, system-wide planning, technical assistance, coordination and monitoring; and
- 2.5 In coordination with other concerned Department offices/units, ensure that smooth implementation, completion, and turnover of the projects to the Regional Office Concerned.
3. In the exercise of the functions over foreign-assisted and special projects, the Undersecretary for International Commitment and Local Government Affairs shall provide the necessary guidance and direction to the Sectoral Bureau Concerned.
 4. It shall be understood that for foreign-assisted and special projects, existing financial arrangements shall be maintained, but any transfer or movement of funds shall be with the prior approval of the undersigned.
 5. In the implementation of the above functions, it is the responsibility of the Head of Office to ensure that complementation in the use of all available resources shall be pursued to attain maximum productivity, efficiency and effectiveness.
 6. Additional or detailed guidelines to fully operationalize this Circular shall be prepared by the Bureau concerned for approval of the Secretary.
 7. The above-stated functions do not preclude orders or special assignments given by the Secretary from time to time including actions/communications concerning operations of Bureaus/Offices which neither violate Department to any undertaking not specified by law.

8. This Circular shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Circular
No. 2000-23
December 22, 2000

**SUBJECT : Guidelines In The Monetization Of
Leave Credits For FY 2000**

Pursuant to CSC-DBM Joint Circular No. 2-97 dated June 25, 1997 relative to the above subject the following rules and regulations are being promulgated and adopted to amend Rules IV and VI of Joint CSC-DBM Circular No. 1, S-1991, governing the monetization of leave credits of government officials and employees:

RULE IV. MONETIZATION OF LEAVE/SERVICE CREDITS

Section, 1. All DENR officials and employees in the career and non-career service whether permanent, provisional, temporary, contractual or casual, shall be allowed to monetize a maximum of twenty two (22) days vacation leave/sick leave credits subject to the following conditions:

1. There shall remain five (5) days vacation leave/sick leave credits after monetization; and
2. Said official and employee has accumulated no less than fifteen (15) days vacation leave/sick leave credits in which case he can monetize no more than ten (10) days.

Section 2. The monetization of leave credits shall be availed of only once a year.

Section 3. An official or employee who availed of this privilege shall still go on five (5) days forced leave, subject to the provisions of Executive Order No. 1077 dated January 9, 1986 and its implementing rules and regulations.

RULE VI. FUNDING AND EFFECTIVITY

Section 1. Funding - the implementation of the monetization of vacation/sick leave/service credits shall be charged against the savings of the respective offices subject to the existing accounting auditing rules and regulations.

Section 2. Effectivity - This Memorandum shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Order

No. 2000 – 02

February 07, 2000

**SUBJECT : Involvement of PENROs/CENROs
in the conduct of Population and
Housing Census 2000**

Pursuant to Batas Pambansa Blg. 72, an Act providing for the taking of an integrated census every ten years, the National Statistics Office (NSO) will conduct in May 2000, a Census on Population and Housing (Census 2000). This Act also provided for the creation of Census Coordination Boards at the national, provincial and city/municipal levels, in which the Provincial Governors, City/Municipal Mayors, serve as chairmen of the Local Census Boards. These Census Boards may also call upon any instrumentality of the government for any assistance in the performance of their duties.

In line with this, the PENROs/CENROs are enjoined to assist the Local Census Boards in the following activities:

1. guidance in the delineation of barangay boundaries during the mapping operations;
2. identification of the barangays within the forestlands/public forests;
- 3 publicity and information drive; and
4. other assistance necessary to achieve the success of Census 2000.

To ensure DENR interests in this cooperative endeavor, PENROs/CENROs must identify the forestlands/public forests, barangays (DENR-administered lands) in the census of population of these areas for formulation of policies, and for planning and decision-making.

The REDs are enjoined to give this Order top priority.

THIS ORDER TAKES EFFECT IMMEDIATELY.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Order

No. 2000- 04

September 12, 2000

SUBJECT : Prescribing Guidelines in Complying With The Complete Staff Work (CSW) Process of The Office of The President (OP) As Instructed in OP MC No. 28 Dated January 28,1993, And OP Memorandum Order Dated June 10, 1999, in Relation To The Documentation Requirements of Presidential Proclamations.

It has been observed that proposed Presidential Proclamations (PPs) reserving or releasing from existing proclamations portions of the public domain or patrimonial properties of the government, and submitted to the DENR Secretary for his recommendation to the Office of the President are almost always deficient in documentation requirements to satisfy the Complete Staff Work (CSW) process instructed in MC NO. 28, dated January 28, 1993, and Memorandum dated June 10, 1999, both of the Office of the President.

In view hereof and to avoid such deficiencies the following are instructed:

1. The Certification of Complete Staff Work and Certification of Concurrence shall be prepared in the Regional Office and signed by the Regional Executive Director.
2. The transmittal form by the DENR Secretary to the Office of the President shall contain all the information checklisted in Annex "A" of the OP Memorandum Circular No. 28 and shall be prepared in the Regional Office for the signature of the DENR Secretary.

3. The individual Certification of Concurrence of concerned agencies and officials shall be obtained by the DENR Regional Office from the Regional Directors of stakeholder agencies. The favorable endorsement by the RED of tile proclamation shall be treated as the DENR's Certificate of Concurrence in lieu of his separate Certification of Concurrence.
4. The following are considered stakeholders:

AGENCY/ENTITY	DESCRIPTION OF AREA TO BE PROCLAIMED
DENR	All lands of the public domain and patrimonial properties of the government
DPWH	Ditto
DOH	Ditto
PPA	When the land is adjacent to the sea
DOT	When the land is inside a tourism proclamation
RESERVEE	When the proclamation involved is an amendment proclamation with a reservee
DECS	Optional or is needed
OTHERS	In general, any agency that may be Substantially affected by the proposed reservations

5. If draft proclamation covers more than twenty (20) boundary corners, the diskette containing the draft proclamation and all the other CSW documentations shall be Submitted to the Office of the Secretary.

Attached are copies of the forms to be used.

It is understood that all the foregoing will be compiled with concurrently with the documentation requirements of DENR Memorandum Circular No. 97-02.

FOR INFORMATION AND STRICT COMPLIANCE.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Memorandum Order

No. 2000-07

December 18, 2000

**SUBJECT : Activation of the DENR
Project Management Office-Public
Assistance and Information Center**

Pursuant to Executive Order No. 192, DAO No. 1, series of 1988, other pertinent rules and regulations, and to promote a pro-active public information, communication and education program in support of DENR's thrusts, plans and programs, the following instructions are hereby issued:

1. To intensify the DENR's current information campaign and to extensively, inform, educate, and assist stakeholders and the general public on the Department's thrusts, plans and programs, the DENR Project Management Office-Public Assistance and Information Centers (PMO-PAIC) shall be activated in all regional offices;
2. The Regional PAICs shall be supported by Satellite Centers at the PENR and CENR Offices, the number of which shall be determined by their respective Regional Executive Directors;
3. The PAICs hereby activated shall be supervised by the Regional Public Affairs Offices, who shall report to the Assistant Regional Directors for Legal and Public Affairs;
4. The nationwide coordination of PAICs shall be the responsibility of the Director, Public Affairs Office, who shall report directly to the Secretary";
5. The Director, Public Affairs Office shall, in coordination with the different Bureau Directors, formulate guidelines necessary for the operationalization of the PAICs.

This Order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary