

**DENR Administrative Order
No. 2000 – 06
January 13, 2000**

SUBJECT : Amendments To Administrative Order No. 99-18 Dated June 4, 1999.

In the interest of the service and to ensure smooth implementation of interrelated programs/projects/offices of the Department, Administrative Order No. 99-18 is hereby amended as follows:

1. The Directorate for Regional Operation and Technical Services and the Directorate for Socio-Political and Economic Affairs shall continue to be under the Special Concerns Office.
2. The Directorate for Intelligence and Special Tasks shall be transferred to the Office of the Assistant Secretary for Legal.
3. The Directorate for Special Projects on Water and Integrated Ecosystems Management and Development and the Directorate for Decision Support System shall be under the Field Operations Office, Office of the Secretary.
4. The Integrated Ecosystems Management and Biodiversity Conservation and Development (CIEMBCD) at Guipos, Zamboanga del Sur. Shall be under the Directorate on Special Projects on Water and Integrated Ecosystems Management and Development.
5. Supervision of the ASEAN Regional Center for Biodiversity Conservation (ARCBC) shall be transferred to the Protected Areas and Wildlife Bureau.

This Order takes effect immediately and supersedes/cancels all orders or instructions inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000 – 10
February 01, 2000

SUBJECT : DENR Centralized Library

In view of the Department's determined efforts to provide complete reference materials on the cross-sectoral concerns of environment and natural resources, and in order to ensure efficiency and effectiveness in the delivery of public service, the DENR Centralized Library is hereby established.

I. OBJECTIVES

- a. to integrate library services of the DENR Central Office, Environmental Management Bureau, Forest Management Bureau, Mines and GeoSciences Bureau, Protected Areas and Wildlife Bureau and HRMS Mini-Library into the DENR Centralized Library;
- b. to offer a comprehensive research and reading materials that would assist environmental planners, students and other researchers in the formulation of pertinent policies on the sustainable development of environment and natural resources; and,
- c. to provide optimum research service at the least expense and utmost convenience.

II. COVERAGE

This Order shall cover the libraries of DENR Central Office, Environmental Management Bureau, Forest Management Bureau, Mines and Geo-Sciences Bureau, Protected Areas and Wildlife Bureau and HRMS Mini Library.

III. MANAGEMENT AND ADMINISTRATION

The DENR Centralized Library shall be under the direct management and supervision of the Director, Human Resource Management Service.

The DENR Centralized Library shall be housed at the DENR Central Office. Funding for the physical renovation and equipping of modern technology and facilities; like computer, internet, fax and copying machine shall be chargeable against the funds of the Office of the Secretary.

IV. LIBRARY HOURS

The new library hours shall be as follows:

8:00 a.m.	-	12:00 noon
1:00 p.m.	-	5:00 p.m.
6:00 p.m.	-	10:00 p.m.

V. LIBRARY COLLECTION

The DENR has wide array of collection on environment, forestry, lands, mines, wildlife, protected areas, management and public administration, among others. Newspaper clippings, policies and statistics on the same subject matters are being compiled. Magazines, foreign and local journals are compiled and indexed. Reference books, such as Dictionaries , Atlases, Handbooks, Directories, Encyclopedias and Yearbooks are likewise available.

VI. BORROWING PROCEDURES

- a. Borrowers shall be required to fill out a registration card. Researchers who wish to look at the collection should consult the librarian first before gaining access.

- b. Regular employees and officials shall be the one to sign the book card, or anyone else borrowing for somebody, shall be responsible for the materials borrowed.
- c. Casual, contractual and detailed employees may likewise borrow materials as long as a regular employee shall sign for them and the book card with a guarantee that the latter shall be responsible for the material borrowed.
- d. Non-DENR employees who wish to have a material reproduced, may have it photocopied at the library. If the machine is out of order, the material may be brought outside for reproduction, provided that somebody or someone be left behind as a sort of security or deposit. Identification Card alone shall not be accepted as deposit.
- e. Borrowers may borrow three (3) books at a time for a period of three (3) days to one (1) week only. If the material borrowed is not returned on the due date, the borrower shall be fined five pesos (P5.00) per day, per book. Fines shall be paid at DENR cashier.
- f. Damages to materials or their loss arising from any cause shall be subject to replacement by the borrower of such materials, or replacement equivalent to the present market value.

VII. EFFECTIVITY

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

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000-11
February 08, 2000**

**SUBJECT : Revised/Updated Manual Of
Approval**

In consonance with DAO No. 99-14 dated 5 May 1999 and DAO No. 99-52 dated 15 December 1999, a revised/updated Manual of Approval is hereby adopted.

The attached manual, which shall form part of this Administrative Order shall serve as the reference of the new DENR organizational structure to enhance efficiency in the implementation of its functions.

This Order supersedes provisions of DAO No. 98-24 dated 02 June 1998 and DAO No. 98-65 dated 21 October 1998, inconsistent herewith.

This Order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

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SUBJECT : GENERAL PROVISIONS	SECTION I
TOPIC : PURPOSE	Page 1 of 125
<p data-bbox="238 444 994 774">The purpose of this Manual is to define the limits of authority at various levels of management from the Secretary to the lowest levels of supervision. All other authorities not included in this Manual remain with the Secretary unless otherwise delegated.</p> <p data-bbox="238 888 994 992">However, the exercise of authority, even if delegated, shall remain the prerogative of the Secretary.</p>	

SUBJECT : GENERAL PROVISIONS TOPIC : DEFINITION OF APPROVAL	SECTION I Page 2 of 125
<p>The action of approving authorities indicated in this Manual implies that all necessary review and recommendatory actions have been completed. In cases where further approval of higher authorities and agencies external to the Department is necessary, the signature of the approving authorities listed in the Manual should not be taken to mean final approval.</p>	

Delegated authority set forth in this Manual cannot be further delegated without prior approval of the Secretary or the President of the Philippines in cases where authority is delegated to the Secretary.

The authority pertains to the position rather than the person and is consistent with the approved structure of the organization. In the absence of the authorized incumbent, authority passes to his/her authorized designated representative.

Authority granted to each position is limited to transactions within its areas of responsibility, consistent with department policies and government rules and regulations.

Where the **relevant issuances or the legal bases** are not indicated, it is understood that the Administrative Order accompanying this Manual of Approvals serves as such.

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : APPOINTMENTS		Page 4 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Third Level or Presidential Appointees	Secretary	President
2. PENRO, CENRO, Division Chiefs & equivalent ranks	Chair, SPB/ ASEC, MS	Secretary
3. Below Division Chiefs <ul style="list-style-type: none"> - Central Office - Bureau - Reg'l Office/ PENRO/CENRO personnel 	Chair, SPB Chair, SPB Chair, RBSPB/ ARED, AS	ASEC, MS Bureau Director RED/RD

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : APPOINTMENTS		Page 5 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
4. Casual/ Contractual Employees - Charged to Regular Fund Central Bureau Regional Office PENRO/CENRO Personnel - Charged to FAPS Central Office Bureau/Region PENRO/CENRO Personnel	Director concerned Division Chief concerned ARED concerned/ MGB/EMB Division Chief AO/ CENRO FASPO Dir concerned PM/PD/PC PM/PD/PC	ASEC, MS Bu Dir RED, RD PENRO ASEC, MS Bu Dir./RED/RD PENRO
Note: Several acronyms will be used in this Manual. Annex B provides the full text of the acronyms used.		

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : PREVENTIVE SUSPENSION		Page 5 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Third Level or Presidential Appointees	USEC, Legal	Secretary
2. Division Chief	Bu Dir/RED/ASEC, LA	Secretary
3. Below Division Chief		
Central Office	Dir Legal Services	ASEC, LA
Bureau	Admin Chief	Bu Dir
Region/PENRO/ CENRO	ARED, LSPA/ MGB/EMB AO	RED/RD

SUBJECT : ADMINISTRATIVE TOPIC : DROPPING FROM THE ROLLS/DISMISSAL		SECTION II Page 6 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Dropping from the rolls of Officials/Employees - Third Level or Presidential Appointees - Division Chief - Below Division Chief Central Bureau Region/ PENRO/ CENRO	Secretary Bu. Dir./RED/ ASEC, MS Admin. Director Admin. Chief ARED, AS/ MGB/EMB AO	President Secretary ASEC, MS Bu Dir RED/ RD

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : CHARGE SHEET INDORSEMENT		Page 7 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Charge Sheet Indorsement		
- Third Level or Presidential Appointees	USEC, Legal	Secretary
- Division Chief	Bu Dir/RED/ASEC, LA	Secretary
- Below Division Chief		
Central Office	Dir Legal Services	ASEC, LA
Bureau	Admin Chief	Bu Dir
Region/PENRO/ CENRO	ARED, LSPA MGB/EMB AO	RED/RD

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : RETIREMENT		Page 8 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Retirement of personnel (optional or compulsory)		
- Third Level or Presidential Appointees/PENRO/CENRO/ Division Chiefs	ASEC, MS	Secretary
- Below Division Chiefs		
- Central Office	Admin Director	ASEC, MS
- Bureau	Admin Chief	Bu Dir
- Regional Office/ PENRO/CENRO	ARED, AS/ MGB/EMB AO	RED/RD
<p>CONTROL POINTS:</p> <p>Subject to the provisions of RA No. 8291, otherwise known as the Government Service Insurance System Act of 1997, revised the 20-year charter of the GSIS, PD No. 1148, RA No. 660 and RA 1616.</p> <p>Compulsory retirement - is when one reaches the age of 65 years old when he/she retires.</p> <p>Optional retirement - is when one has rendered at least 15 years of service and is at least 60 years of age at the time of retirement.</p>		

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : RESIGNATIONS		Page 9 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Acceptance of Resignation		
1. Presidential Appointees	Secretary	President
2. PENROs, CENROs & Division Chiefs	RED/ RD/ Bu Dir/ ASEC, MS	Secretary
3. Below Division Chiefs		
- Central Office	Director/ Head of Office concerned	ASEC, MS
- Bureau	Division Chief concerned	Bu Dir
- Region	ARED, AS/ MGB/EMB AO	RED/RD
- PENRO/ CENRO	PENRO/ CENRO	RED

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : REASSIGNMENTS		Page 10 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Third Level or Presidential Appointees/ PENRO/CENRO/ Division Chief	USEC/ ASEC/ Dir concerned as the case may be	Secretary, by authority of the President
2. Below Division Chief		
- Within Central Office (CO)	Head of Office concerned	ASEC, MS
- Within Attached Agency (AA)	Head of Office concerned	Head of AA

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : REASSIGNMENTS		Page 10 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
- Within Bureau	Admin/ Division Chief concerned	Bu Dir
- Within Regional Office	ARED concerned/ MGB/EMB AO	RED/RD
- Within PENRO	PENRO/AO	RED
- Within CENRO	CENRO/AO	PENRO
- From one office to another	Head of respective offices	ASEC, MS
NOTE : Reassignment/transfer of DENR employees shall be guided by the Memorandum of the Secretary dated 23 July 1999.		

SUBJECT : ADMINISTRATIVE		SECTION II	
TOPIC : DETAIL OF PERSONNEL		Page 11 of 125	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Detail and Secondment of DENR Personnel	All personnel except Third Level	Concerned Head of Agency/ ASEC, MS	Secretary

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : LEAVE OF ABSENCE (WITH OR WITHOUT PAY)		Page 12 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Exceeding one (1) year for all positions	USEC concerned/ ASEC, MS/RED/ Dir concerned/ Head of Attached Agency	Secretary
2. 31 days to 1 year Division Chief and above		Secretary
Bu Dir/RED/ ARED/ARD	ASEC, MS/RED/Bu. Dir/ Head of Attached Agency	
Below Division Chief		
Central Office	Admin Director	ASEC, MS
Bureau	Bu Dir	ASEC, MS
Regional Office (RO)	RED/RD	ASEC, MS
PENRO/ CENRO	RED	ASEC, MS

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : LEAVE OF ABSENCE (WITH OR WITHOUT PAY)		Page 12 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
3. 11 to 30 days For all positions Central Office Bureau RO PENRO/CENRO	 Head of Office concerned Division Chief concerned ARED concerned/ MGB/EMB AO AO	 Admin Dir Bu Dir ARED, AS PENRO
4. Ten (10) Days Below For all positions Central Office Bureau RO PENRO/ CENRO	 Chief of Staff/ Division Chief concerned Division Chief concerned Division Chief concerned Specialist concerned/ AO	 Head of Office concerned Admin & Finance Div Chief Admin Chief PENRO/ CENRO
Note: Study leave (personal) shall have a maximum of one year duration and may be subject to renewal.		

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : OFFICE CLEARANCES		Page 13 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Third Level or Presidential Appointees/ PENRO/ CENRO/ Div. Chiefs	RED/RD/ Dir concerned/ ASEC, MS	Secretary
2. Below Div. Chief		
Central Office	Div. Chief/ Head of Office concerned	ASEC, MS
Bureau	AO	Bu Dir
Region	ARED concerned/ MGB/EMB AO	RED/RD
PENRO/ CENRO clearance	AO	PENRO

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : PERMISSION TO EXERCISE A PROFESSION		Page 14 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Third Level or Presidential Appointees/ PENRO/CENRO/ Division Chiefs	Dir concerned/ RED/ RD/ ASEC, MS	Secretary
2. Below Division Chiefs		
CO	HRMS Director	ASEC, MS
Bureau	Division Chief concerned	Bu Dir
Region	ARED, AS/ MGB/ EMB AO	RED/RD
PENRO/CENRO	PENRO/CENRO	RED

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : PERMISSION TO STUDY		Page 15 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Third Level or Presidential Appointees/ PENRO/CENRO / Division Chiefs	Dir concerned/ RED/ RD/ ASEC, MS	Secretary
2. Below Division Chiefs		
CO	Head of Office concerned/ HRMS Dir	ASEC, MS
Bureau	Division Chief concerned/ Admin Chief	Bu Dir.
Region	ARED, AS/ MGB/EMB AO	RED/RD
PENRO/ CENRO	PENRO/CENRO	RED

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : BAR/ BOARD REVIEW		Page 16 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Maximum 6 months All Officials/employees	Chair, Scholarship Committee	Secretary

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : SALARY ADJUSTMENTS		Page 17 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notice of Salary Adjustments Merit increase/ Length of service/ Step increment		
1. Third Level or Presidential Appointees/Dir./ Division Chief	Admin Dir	ASEC, MS
2. Below Division Chief		
CO	Chief, Personnel Div./	Admin Dir
Bureau	Chief, Admin	Bu Dir
Region	AO/ Div Chief	ARED, AS/ RD
PENRO/CENRO	AO	PENRO

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: SEMINAR/ WORKSHOP/ SCHOLARSHIP (Foreign/Local)		Page 18 of 125	
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY
I. Training/ Seminar/ Workshop (local) DENR Initiated	Above Division Chief	ASEC, MS	Secretary
	Division Chiefs and Below:		
	A. Regularly -Funded/ FASP		
	Central Office	HRMS Director/ ASEC, MS	ASEC, MS/ Secretary
	Bureaus	Division Chief concerned	Bu Dir
	Attached Agencies	Division Chief concerned	Head of Office concerned
	Region	ARED, AS/ MGB/ EMB Division Chief	RED/RD
PENRO/ CENRO	Specialist/ CENRO	PENRO	

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: SEMINAR/ WORKSHOP/ SCHOLARSHIP (Foreign/Local)		Page 18 of 125	
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY
II. Training/ Seminar Workshop <i>Local</i> a. Selection of nominees b. Scholarship Contract	 Central Office/ Bureaus/ Attached Agencies/ Region	 Scholarship Committee Chair, Scholarship Committee	 Chair, SC Secretary

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: SEMINAR/WORKSHOP/ SCHOLARSHIP (Foreign/Local)		Page 18 of 125	
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<i>Foreign</i>			
a. Selection of nominees	Central Office/ Bureaus/ Attached Agencies/ Region	Scholarship Committee	Chair, SC
b. Submission of nominees to NEDA		Career Management Division Chief	ASEC, MS/ HRMS Dir

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: SEMINAR/ WORKSHOP/ SCHOLARSHIP (Foreign/Local)		Page 19 of 125	
DESCRIPTION	LEVELS OF PARTICIPANTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY
c. Issuance of Travel Authority		Chair, SC/ ASEC, MS	Secretary
d. Scholarship Contract		Chair, SC	Secretary
III. SCHOLARSHIP <i>Foreign/ Local</i>	Central Office/ Bureaus/ Attached Agencies/ Region	Chair, Scholarship Committee	Secretary
<i>CSC Initiated</i>	Central Office	Head of Office Concerned	ASEC, MS
	Bureaus/ Attached Agencies	Admin. Officer	Bu. Dir./ Head of AA
	Region/ PENRO/ CENRO	ARED, AS/ Div. Chief concerned	RED/RD

SUBJECT : ADMINISTRATIVE		SECTION II
TOPIC : TRAVELS		Page 20 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<p>1. Local travels</p> <ul style="list-style-type: none"> - above (30) days but not exceeding three (3) months (all officials/ personnel) - Eight (8) days to thirty (30) days 	<p>ASEC,MS/ RED/ RD /Bu Dir./ Head of Attached Agency</p>	<p>Secretary</p>
<p>Central Office</p>	<p>Head of Office concerned</p>	<p>ASEC, MS</p>
<p>Bureau</p>	<p>Division Chief concerned</p>	<p>Bureau Director</p>
<p>Region</p>	<p>ARED/ MGB/EMB Division Chief concerned</p>	<p>RED/RD</p>
<p>PENRO</p>	<p>Specialist/AO</p>	<p>PENRO</p>
<p>CENRO</p>	<p>Specialist/ CENRO</p>	<p>PENRO</p>
<ul style="list-style-type: none"> - Seven (7) days below 		
<p>Central Office</p>	<p>Division Chief</p>	<p>Head of Office</p>
<p>Bureau</p>	<p>Division Chief</p>	<p>AD/ D</p>
<p>Region</p>	<p>Division Chief concerned</p>	<p>ARED concerned/ MGB/EMB AO</p>
<p>PENRO personnel</p>	<p>Specialist/ AO</p>	<p>PENRO</p>
<p>CENRO personnel</p>	<p>Specialist/ AO</p>	<p>CENRO</p>

SUBJECT : ADMINISTRATIVE		SECTION II	
TOPIC : TRAVELS		Page 20 of 125	
DESCRIPTION		RECOMMENDING APPROVAL	APPROVING AUTHORITY
2. Foreign travels			
<i>Official</i>			
All officials/personnel		ASEC, MS/ USEC concerned	Secretary
<i>Personal</i>			
All personnel		Head of Office concerned	ASEC, MS

SUBJECT : ADMINISTRATIVE TOPIC : MEMORANDUM OF AGREEMENT (MOA)/ MEMORANDUM OF UNDERSTANDING (MOU)		SECTION II Page 21 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Signing of MOA, MOU With funding Central Office Bureau Region PENRO/CENRO	FMS Dir/ ASEC, MS Admin Chief ARED, AS/ MGB/EMB Division Chief concerned AO/ CENRO	Secretary Bu Dir RED/RD PENRO
Without funding Central Office Bureau Region PENRO/CENRO	ASEC, Legal Affairs Admin Chief ARED, LSPA/ Div Chief concerned AO/ CENRO	Secretary Bu Dir RED/RD PENRO

SUBJECT : FINANCE TOPIC : CASH ADVANCE		SECTION III Page 22 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cash Advance Without limit 1. Fund 101		
- CO	FMS Director	ASEC, MS
- Bureau	Chief, Adm. & Fin.	Asst Dir/ Dir
- Project Funds	Division Chief Concerned	
- Region		
- PS	Finance Chief/ MGB/EMB AO	RED/RD
- MOOE	Division Chief Concerned	RED
- P10,000 and below	Division Chief Concerned	ARED AS
- Above P10,000	ARED Concerned	RED

SUBJECT : FINANCE TOPIC : CASH ADVANCE		SECTION III Page 22 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
- PENRO		
- PS	Admin Officer	PENRO
- MOOE	Specialist	PENRO
- CENRO		
- PS	CENRO/Admin Officer	PENRO
- MOOE	CENRO/Admin Officer	PENRO
2. FAPS		
- Central Office	FASPO Dir./ ASEC, MS	USEC, ICLGA
- Bureau/Region	PM/PD/PC concerned	Bureau Director/ RED/RD
- PENRO/CENRO	PM/PD/PC concerned	PENRO/CENRO

SUBJECT : FINANCE TOPIC : CHECKS		SECTION III Page 23 of 125	
DESCRIP- TION	LIMITS OF AUTHORITY	RECOM- MENDING APPROVAL (Signatory)	APPROVING AUTHORITY (Countersign ing)
Sign Checks Fund 101/ 102 Central Office	- Up to P1.0 M - above P1.0M to P5.0M - above P5.0M	Cashier Cashier Cashier	FMS/Admin Director ASEC, MS Secretary
Bureau	P50,000 and below Above P50,000	Cashier Finance Chief/AD	Admin Chief/ AD/ Dir Bu. Director
Region PS	 without limit	 Cashier	 Finance Chief/ ARED, AS/RD
MOOE/ CO	P50,000 and below Above P50,000	Cashier Cashier	Finance Chief/ ARED AS/ RD RED/RD

SUBJECT : FINANCE		SECTION III	
TOPIC : CHECKS		Page 23 of 125	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (Signatory)	APPROVING AUTHORITY (Counter signing)
PENRO/ CENRO	without limit	PENRO/ CENRO Cashier	PENRO
<p>NOTE : In the absence of RED, the AREDs and/or Finance Chief may be authorized to countersign checks. The Finance Chief may also countersign checks for RD-MGB/EMB; while at the Bureau level, the Assistant Director and/or Adm.-Finance may also countersign checks in the absence of the Director. The designated OIC of PENRO will countersign in his/her absence. At the Central Office, the FMS Director could sign up to P5M (both Fund 101 and 102) in the absence of ASEC, MS.</p>			

SUBJECT : FINANCE			SECTION III
TOPIC : COLLECTION OF GOVERNMENT INCOME			Page 25 of 125
DESCRIPTION	LIMITS OF AUTHORITY	RECOM- MENDING APPROVAL	APPROVING AUTHORITY
a. Signs order of payment for government income			
Central Office	No limit	Chief Accountant	FMS Director
Bureau	No limit	Accounting Processor	Bureau Accountant
Region	No limit	Division Chief concerned	ARED concerned/ RD
PENRO	No limit	Specialist concerned	PENRO Accountant
CENRO	No limit	Specialist concerned	CENRO
b. Refund of disallowance			
Central Office	No limit	Chief Accountant	FMS Director
Region	No limit	Accounting Processor	Regional Accountant
PENRO/ CENRO	No limit	Accounting Processor	PENRO Accountant

SUBJECT : FINANCE		SECTION III	
TOPIC : DISBURSEMENT VOUCHER		Page 25 of 125	
DESCRIPTION	LIMITS OF AUTHORITY	RECOM- MENDING APPROVAL	APPROVING AUTHORITY
Signs/ approves F101 / F158	Up to P1.0M	Div. Chief concerned/ Service Dir	FMS/ Admin Dir
Central Office	Above P1.0M to P5.0M	FMS/Admin Dir	ASEC, MS
Bureau	Above P5.M	ASEC, MS	Secretary
PS	without limit	Admin- Finance/Div. Chief	AD
MOOE/ CO	P50,000 below	Div. Chief Concerned	AD
	Above P50,000	Assistant Director	Director

SUBJECT: FINANCE TOPIC: DISBURSEMENT VOUCHER		SECTION III Page 25 of 125	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
PS	without limit	Div. Chief Concerned	ARED, AS/RD
MOOE/CO	P50,000 & below Above P50,000	Div. Chief Concerned ARED, AS/MGB/EMB Division Chief concerned	ARED, AS/RD RED/RD
PS/MOOE Without limit	CENRO/AO	PENRO Accountant	PENRO

SUBJECT: FINANCE			SECTION III
TOPIC: DISBURSEMENT VOUCHER			Page 26 of 125
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (BOX A)	APPROVING AUTHORITY (BOX C)
Fund 102 Central Office	Up to P10.0M Above P10.0M	PM/PD/PC/ ASEC, MS USEC concerned	USEC concerned Secretary
Bureau PS	w/o limit	Admin. Officer	AD/Dir.
MOOE/ CO	P50,000 & below Above P50,000	Div. Chief concerned AD	AD Dir
Region PS	w/o limit	Div. Chief concerned	ARED, AS/ RD
MOOE/CO	P50,000 & below Above P50,000	Div. Chief concerned ARED concerned/ MGB/EMB AO	ARED, AS/ RD RED/RD

SUBJECT: FINANCE			SECTION III
TOPIC: DISBURSEMENT VOUCHER			Page 26 of 125
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (BOX A)	APPROVING AUTHORITY (BOX C)
PENRO/ CENRO			
PS/MOOE	Without limit	CENRO/AO	PENRO

SUBJECT: FINANCE		SECTION III	
TOPIC: FIDELITY BOND		Page 27 of 125	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVAL
Signs / approves Application without limits Fund 101 - Central Office - Bureau Region/PENRO / CENRO		FMS Dir. Admin-Finance Chief Regional Finance Chief/ARED, AS/MGB/ EMB AO	ASEC, MS Bu. Dir. RED/RD

SUBJECT: FINANCE		SECTION III	
TOPIC: FIDELITY BOND		Page 27 of 125	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVAL
Fund 102			
- Central Office		FMS Director/ FASPO Director concerned	ASEC, MS
- Bureau/Region		Finance Chief/ ARED, AS/ MGB/EMB AO	Bu. Dir./RED/ RD
- PENRO/ CENRO		PENRO Accountant	PENRO

SUBJECT: FINANCE TOPIC: LETTER OF ADVICE OF ALLOTMENT (LAA)/ SUB-GENERAL ALLOTMENT RELEASE ORDER (SUB-GARO)/ SUB-SPECIAL ALLOTMENT RELEASE ORDER (SUB-SARO)		SECTION III Page 28 of 125
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<p>Included in the WFP</p> <p>1. Transfer of funds thru LAA/Sub-GARO/Sub-SARO from CO to Regions, PENROs and other offices</p> <p>Fund 101 without limit</p> <p>Fund 102 without limit</p>	<p>FMS Dir</p> <p>FASPO Dir/ ASEC, MS</p>	<p>ASEC, MS</p> <p>USEC concerned</p>

SUBJECT: FINANCE	SECTION III
TOPIC: LETTER OF ADVICE OF ALLOTMENT (LAA)/ SUB-GENERAL ALLOTMENT RELEASE ORDER (SUB-GARO)/ SUB-SPECIAL ALLOTMENT RELEASE ORDER (SUB-SARO)	Page 28 of 125

LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
2. Transfer of funds thru LAA/ Sub-GARO/Sub-SARO from Region/ Bureau to PENROs and other Offices		
Fund 101		
Bureau	Admin. Finance Chief	Bureau Director
Region	ARED, AD/ Division Chief	RED/RD
Fund 102		
Without Limits		
Bureau	Admin. Finance Chief	Bureau Director
Region	PD/PM/PC	RED/RD

NOTE: If not included in WFP, the transfer of Funds from the Central Offices, the ASEC, MS shall recommend for Fund 101 and USEC, ICLGA for Fund 102 for its approval by the Secretary. In Bureaus and Region, such transfer of funds shall be forwarded only to the Secretary for clearance.

SUBJECT: FINANCE		SECTION III	
TOPIC: OVERTIME SERVICES		Page 29 of 125	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVAL
Signs/ approves authority to render overtime services			
Central Office	Above 40 hours	ASEC, MS/ USEC concerned	Secretary
	40 hours and below	Head of Office	ASEC, MS
Bureau		Division Chief Concerned	Bu Dir.
Region		ARED concerned/ MGB/EMB AO	RED/RD
PENRO / CENRO		PENRO	RED

SUBJECT: FINANCE		SECTION III
TOPIC: PAYROLLS (Salaries/Emoluments)		Page 30 of 125
DESCRIPTION	RECOMMENDING APPROVAL (Signing official)	APPROVING AUTHORITY
Signs/approves Payrolls (without limit)		
Central Office	Admin Dir	ASEC, MS
Bureau	Admin Chief	AD/ Dir
Region	Admin Chief	ARED-AS/ RED /RD
PENRO	AO	PENRO
CENRO	AO/CENRO	PENRO

SUBJECT : FINANCE		SECTION III
TOPIC : REMITTANCE FORM		Page 31 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Remittances to: - BIR - other government entities, - private entities Deducted from salaries, wages, and other taxes		
Central Office	Chief Accountant	FMS Director
Bureau	Admin Finance Chief	Bureau Director
Region	Finance Chief/ ARED, AS/ MGB/EMB AO	RED/RD
PENRO/CENRO	PENRO Accountant	PENRO
Deposit of Income Collection to Bureau of Treasury through Deposit Slip		
Region	Collecting Officer	Finance Chief/ Cashier/RED/ RD
PENRO/CENRO	Collecting Officer	PENRO/ CENRO

SUBJECT : FINANCE TOPIC : REQUEST OF OBLIGATION OF ALLOTMENT (ROA)		SECTION III Page 32 of 125
LIMITS OF AUTHORITY	REQUESTING OFFICIAL	CERTIFYING OFFICIAL
Central Office - Up to P100,000 - Up to P500,000 - Up to P5.0M - Above P5.0M	Budget Officer FMS Director ASEC, MS Secretary	Chief Accountant Chief Accountant Chief Accountant Chief Accountant
Bureau	Admin/Finance Chief	Bureau Accountant
Region	Admin/Finance Chief	Regional Accountant
PENRO	Admin Officer	PENRO Accountant
CENRO	Admin Officer	PENRO Accountant
NOTE : Section A is accomplished and signed by the “recommending approval” officials; Section B is accomplished in the Accounting unit/office; and Section C serves as the subsidiary ledger for obligation, liquidation of obligations and unliquidated obligations to be accomplished/completed by the accounting unit/staff.		

SUBJECT : FINANCE		SECTION III
TOPIC : TRAVELS – Local Airlines		Page 33 of 125
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Airline tickets purchased on credit, no limit		
- Central Office	Director/Head of Office concerned	FMS Director/ASEC, MS
- Bureau	Admin Finance Chief	Bureau Director
- Region	ARED/Division Chief concerned	RED/RD
- PENRO	Specialist	PENRO
- CENRO	CENRO	PENRO

SUBJECT: FINANCE	SECTION III
TOPIC: WORK AND FINANCIAL PLAN (WFP)	Page 34 of 125

DESCRIPTION	LIMIT OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Original Work and Financial Plans	Fund 101		
	Central Office	ASEC, MS/ ASEC PPS	Secretary
	Bureau	Bureau Director/ ASEC, MS/ ASEC, PPS	Secretary
	Region/ PENRO/ CENRO	RED/RD/ ASEC, MS/ ASEC, PPS	Secretary
	Fund 102		
	Central Office	FASPO Dir. Concerned/ ASEC, MS/ USEC concerned	Secretary
	Bureau/ Region	Project Director/ Admin & Finance Chief/ Planning Officer/ ASEC, MS/ USEC concerned	Secretary

SUBJECT: FINANCE		SECTION III	
TOPIC: WORK AND FINANCIAL PLAN (WFP)		Page 34 of 125	
DESCRIPTION	LIMIT OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Modification/ Revision of WFPs	Fund 101		
	Central Office	ASEC, MS/ ASEC, PPS	Secretary
	Bureau	Bureau Director/ ASEC, MS/ ASEC, PPS	Secretary
	Region/ PENRO/ CENRO	RED/RD/ ASEC, MS/ ASEC, PPS	Secretary
	Fund 102		
	Central Office	FASPO Dir. concerned/ ASEC, MS/ USEC concerned	Secretary
	Bureau/ Region	PD/PM/PC/ ASEC, MS/ USEC concerned	Secretary

SUBJECT: FINANCE		SECTION III	
TOPIC: ACCEPTANCE OF DONATIONS		Page 35 of 125	
DESCRIPTION	LIMIT OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Acceptance of donations / grants	Central Office		Secretary
	Bureau		Bureau Director
	Reg. Off./PENRO/CENRO	ARED concerned	RED

SUBJECT : FINANCE TOPIC : FOREIGN-ASSISTED PROJECTS (FAPs)		SECTION III Page 36 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Extension/Completion of Project Implementation or Cancellation of Portions of Loan Proceeds	FASPO Director concerned/ASEC, MS/ USEC concerned	Secretary

SUBJECT: FINANCE		SECTION III	
TOPIC: FOREIGN-ASSISTED PROJECTS (FAPs)		Page 37 of 125	
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY	
1. Approval/signing of Withdrawal Applications	No limit	Secretary (Authorized Signatory submitted to lending institutions)	
2. Approval of Special Commitment/Letter of Credit (LCs)	Up to P5.0M	ASEC, MS	
	Above P5.0M	Secretary	
3. Request for Deferred Payment of Import Taxes and Duties	No limit	ASEC, MS	
4. Endorsement of Project Proposals to NEDA	Regardless of amount	Secretary	
NOTE: These are “Transactions Common to Field-Based and Central-Based FAPs			

SUBJECT : MATERIALS MANAGEMENT		SECTION IV
TOPIC : PURCHASE ORDER (PO)		Page 38 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
A. Limited Amount		
Central Office		
- Fund 101		
Up to P1.0M	Accountant	Admin Director
Up to P5.0M	Accountant	ASEC, MS
Above P5.0M	Accountant	Secretary
- Fund 102		
Up to P250,000	PD/PM/PC	FAPs Director
Up to P5.0M	PD/PM/PC	ASEC, MS
Above P5.0M	PD/PM/PC	Secretary
B. Unlimited amounts		
- Fund 101		
Bureau	Admin/Finance Div Chiefs	Bureau Director
Region	ARED, AS/ MGB/EMB AO	RED/RD

SUBJECT : MATERIALS MANAGEMENT		SECTION IV
TOPIC : PURCHASE ORDER (PO)		Page 38 of 125
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
PENRO CENRO	Specialist CENRO	PENRO PENRO
- Fund 102 Bureau/Region PENRO/CENRO	PD/PM/PC PD/PM/PC	Bureau Director/RED PENRO/CENRO

SUBJECT : MATERIALS MANAGEMENT		SECTION IV
TOPIC : REQUEST AND ISSUE VOUCHER (RIV)		Page 39 of 125
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
A. Limited Amount Fund 101 Central Office Up to P15.0T	Requisitioning Officer	Service Directors/ Head of Office concerned
Up to P0.5M	Requisitioning Officer	Admin Director
Up to P10.0M	Admin Director	ASEC, MS
Above P10.0M	ASEC, MS	Secretary
Fund 102 and others		
Up to P0.5M	Requisitioning Officer	FAPs Director
Up to P10.0M	FAPs Director	ASEC, MS
Above P10.0M	ASEC, MS	Secretary

SUBJECT : MATERIALS MANAGEMENT TOPIC : REQUEST AND ISSUE VOUCHER (RIV)		SECTION IV Page 39 of 125
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
B. Unlimited Amount Fund 101 Bureau Region PENRO/ CENRO	 Division Chief concerned Division Chief concerned AO/Specialist/ CENRO	 Bureau Director PENRO
Fund 102 and others Bureau Region PENRO/ CENRO	 Prog/Proj Director Division Chief Concerned AO/Specialist/ CENRO	 Bureau Director ARED concerned PENRO

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC: ENGINEERING MATTERS		Page 40 of 125
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY
Construction of Building or Structure and/or permanent Improvements thereon - Construction/ improvement/ rehabilitation plan program Central Office	Up to P1.0M Up to P10.0M Above P10.0M	Admin Service Dir ASEC, MS Secretary
Bureau	No limit	Director
Region	No limit	RED/RD
PENRO/CENRO	No limit	PENRO/CENRO
- Pre-feasibility Studies and Reports Central Office	No limit	Admin Service Dir
Bureau	No limit	Admin Chief
Region	No limit	ARED Concerned / MGB/EMB AO
PENRO/CENRO	No limit	PENRO/CENRO

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC: ENGINEERING MATTERS		Page 40 of 125
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY
- Final Feasibility Studies Reports Central Office Bureau Region PENRO/CENRO		ASEC, MS Bureau Director RED/RD PENRO/CENRO
- Detailed Engineering Central Office Bureau Region PENRO/CENRO		ASEC, MS Bureau Director RED/RD PENRO

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC: ENGINEERING MATTERS		Page 41 of 125
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY
- Agency Estimate Central Office Bureau Region PENRO/CENRO		ASEC, MS Bureau Director RED/RD PENRO/CENRO
- Authority to Implement <i>Major Projects</i> Central Office Bureau Region PENRO/CENRO	Above P10.0M Up to P10.0M Below P10.0M No limit No limit No limit	Secretary ASEC, MS Admin Director Bureau Director RED/RD PENRO/CENRO

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC: ENGINEERING MATTERS		Page 41 of 125
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY
<i>Minor Projects</i>		
Central Office	Up to P10.0M	ASEC, MS
Bureau	No limit	Bureau Director
Region	No limit	RED/RD
PENRO/CENRO	No limit	PENRO/CENRO
<p>CONTROL POINT – Subject to the implementing rules and regulations (IRR) of PD 1584 and its amendments.</p> <p>NOTE – Regardless of funding source, e.g., Regular/General Fund (101); FAPs (102); and/or CARP (158)</p>		

SUBJECT: Infrastructure Contracts		SECTION V	
TOPIC: BIDDING AND AWARD		Page 42 of 125	
TOPIC	LIMITS OF AUTHORITY	RECOM-MENDING APPROVAL	APPROVING AUTHORITY
1. Invitation to Bid			
Central Office	P500T below		Chairperson, BAC
	Above P500T		Chairperson, PBAC
Bureau	Regardless of the amount		Chairperson, Bureau-PBAC
Region	Regardless of the amount		Chairperson, Region-PBAC
PENRO/ CENRO	Regardless of the amount		Chairperson, PENRO/ CENRO-PBAC
2. Pre-qualifi-cation of Bidders			
Central Office			PBAC
Bureau			PBAC
Region			PBAC
PENRO/ CENRO			PBAC

SUBJECT: Infrastructure Contracts		SECTION V	
TOPIC: BIDDING AND AWARD		Page 42 of 125	
TOPIC	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
3. Approval and Award of Contract Thru Public Bidding			
- CO	Up to P5.0M	PBAC	ASEC, MS
	Above P5.0M	PBAC	Secretary
- Bureau	Regardless of amount	PBAC	Bu Dir
- Region	Regardless of amount	PBAC	RED/RD
-PENRO/ CENRO	Regardless of amount	PBAC	PENRO/CENRO
NOTE: DENR Special Order No. 99-161 created Bids and Awards Committee (BAC) at the Central Office.			

SUBJECT: Infrastructure Contracts		SECTION V	
TOPIC: BIDDING AND AWARD		Page 43 of 125	
TOPIC	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Negotiated Contract			
- CO	Up to P1.0M		Admin Director
	Up to P5.0M		ASEC, MS
	Over P5.0M		Secretary
- Bureau	Regardless of amount		Bureau Director
- Region	Regardless of amount	ARED, AS	RED/RD
- PENRO/CENRO	Regardless of amount		PENRO/CENRO
CONTROL POINTS:			
1. Subject to the implementing rules and regulations of PD 1554 and its amendments.			
2. All contracts approved by lower officers shall be reported to the Secretary.			
NOTE: Regardless of Funding Source, e.g. Regular/General Fund (101), FAPs (102), and/or CARP (158)			

SUBJECT: Infrastructure Contracts		SECTION V	
TOPIC: CONTRACT IMPLEMENTATION		Page 44 of 125	
TOPIC	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Notice to proceed - CO - Bureau - Region - PENRO/ CENRO	Regardless of amount Regardless of amount Regardless of amount Regardless of amount	ARED concerned	ASEC, MS Bureau Director RED/RD PENRO/ CENRO
2. Variation Order/ Charge Order & Extra Work Orders	Regardless of amount for both publicly bid and negotiated contracts		(Official who signs the original Contract/ Order shall also approve Variations Orders, Change Orders and Extra Work Orders.)
3. Supplemental Agreement - CO - Bureau - Region	Regardless of amount Regardless of amount Regardless of amount	AD ARED Concerned	(Officials who sign original agreement shall be the approving official)

SUBJECT: Infrastructure Contracts		SECTION V
TOPIC: CONTRACT IMPLEMENTATION		Page 45 of 125
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
4. Time Extension		
Central Office	Up to 25% of original contract time of approval contract: Up to 2 months Up to 6 months and above	ASEC, MS Secretary
Bureau	Up to 25% of original contract time of approval contract: In excess of 25% of original contract time	AD Director
Region	Up to 25% of Original Contract time In excess of 25% of original contract time	ARED Concerned RED/RD
PENRO/ CENRO	Less or more than 25% of original contract time	PENRO/ CENRO
5. Suspension of Work		
Central Office		ASEC, MS
Bureau		Bureau Director
Region		RED/RD
PENRO/ CENRO		PENRO/ CENRO

SUBJECT: Infrastructure Contracts		SECTION V
TOPIC: CONTRACT IMPLEMENTATION		Page 45 of 125
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
6. Take-over of contract (As reviewed and recommended by the USEC for Legal) CO Bureau Region PENRO/CENRO		Contract Approving Authority
7.* Cancellation of Contract (As reviewed and recommended by the USEC for Legal) CO Bureau Region PENRO/CENRO		Contract Approving Authority

* In the original DAO 11 copy, this position is found on page 46.

SUBJECT: Infrastructure Contracts		SECTION V
TOPIC: CONTRACT IMPLEMENTATION		Page 46 of 125
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
7. Adjustment of Contract Price CO Bureau Region PENRO/ CENRO		Official who signs the contract shall be the approving authority
8. Certificate of Provisional Acceptance CO Bureau Region PENRO/ CENRO		End-user
9. Certificate of Final Acceptance CO Bureau Region PENRO/ CENRO		Official who signs the contract shall be the approving authority

SUBJECT: Infrastructure Contracts		SECTION V
TOPIC: CONTRACT IMPLEMENTATION		Page 47 of 125
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
10. Certificate of Final Acceptance CO Bureau Region PENRO/CENRO		Official who signs the contract shall be the approving authority
11. Contract price escalation CO Bureau Region PENRO/CENRO		Official who signs the contract shall be the approving authority, regardless of amount
12. Settlement/ Payment of Liquidated Damages CO Bureau Region PENRO/CENRO	Regardless of amount Regardless of amount Regardless of amount Regardless of amount	ASEC, MS Bureau Director RED/RD PENRO/CENRO

SUBJECT: Infrastructure Contracts		SECTION V
TOPIC: CONTRACT IMPLEMENTATION		Page 48 of 125
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
13. Incentive Bonus		
Central Office	Regardless of the amount	ASEC, MS
Bureau	Regardless of the amount	Bureau Director
Region	Regardless of the amount	ARED concerned/RED/RD
PENRO/CENRO	Regardless of the amount	PENRO
<p>CONTROL POINTS</p> <ol style="list-style-type: none"> 1. Subject to the implementing rules and regulations of PD 1594 and its amendments. 2. All approved Variation Orders shall be reported to the Secretary on a quarterly basis. 3. Notice to Proceed shall be issued to contractors only after the award of the contract except in emergency cases to prevent imminent loss of life and/or property. 4. Proper documentation of excess project materials, tools and equipment issued to the contractor is required before issuance of the certificate of provisional acceptance. 		
<p>NOTE : Regardless of Funding Source, e.g., Regular/General Fund (101); FAPs (102); CARP (158)</p>		

SUBJECT: NON-INFRASTRUCTURE CONTRACTS		SECTION VI
TOPIC: JANITORIAL/SECURITY/UTILITY CONTRACTS		Page 49 of 125
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY
1. Janitorial, Security and other Utility Contracts Central Office	Up to P1.0M Up to P5.0M Above P5.0M	Admin Director ASEC, MS Secretary
Bureau	Without limits	Bureau Director
Region	Without Limits	ARED, AS/RED/RD
PENRO/CENRO	Without Limits	PENRO

<p>SUBJECT: NON- INFRASTRUCTURE CONTRACTS</p> <hr/> <p>TOPIC: JANITORIAL/SECURITY/ UTILITY CONTRACTS</p>	<p>SECTION VI</p> <p>Page 49 of 125</p>
<p>NOTE : These are classified in budgeting, accounting and auditing as “Other Services-Account 29 under Maintenance and Other Operating Expenses (MOOE). This shall refer to the cost of services which are not otherwise classified under the other accounts.</p>	
<p>Section 81, RA 8745 (1999 GAA). Departments, bureaus, offices or agencies of the National Government are hereby authorized to enter into contracts including professional consultancy services contracts with other government agencies, private firms or individuals and non-government organization for services related or incidental to their respective functions and operations, whether on part-time or full-time basis, through public bidding or negotiated contracts, whenever it is impractical or more expensive for the government to directly undertake such functions and operations, subject to pertinent accounting, auditing rules and regulations.</p>	
<p>Regardless of funding source, e.g., Regular/General Fund 101; FAPs (102) and/or CARP (158)</p>	

SUBJECT: Non-Infrastructure Contracts		SECTION VI
TOPIC: FUEL AND FUEL RELATED		Page 50 of 125
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
Fuel and Fuel Related Supply Contracts Central Office	Up to P1.0M Up to P5.0M Above P5.0M	Admin Director ASEC, MS Secretary
Bureau	Without limit	Bu Dir
Region	Without limit	ARED,AS/ RED/ RD
PENRO	Without limit	PENRO
CENRO	Without limit	CENRO
NOTE : These are classified as Account 23 under the Maintenance and Other Operating Expenses (MOOE) and shall refer to gasoline, oil and lubricants.		
Regardless of funding source, e.g., Regular/General Fund (101); FAPS (102); and/or CARP (158)		

SUBJECT: NON- INFRASTRUCTURE CONTRACTS		SECTION VI
TOPIC: SUPPLY CONTRACTS		Page 51 of 125
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY
1. Invitation to Bid		
CO	Up to P500T	Chairperson, BAC
	Above P500T	Chairperson, PBAC
Bureau	No limit	Chairperson, PBAC
Region	No limit	Chairperson, PBAC
PENRO/CENRO	No limit	Chairperson, PBAC
2. Pre-qualification of Bidders		
CO/Bureau/MGB	No limit	PBAC
Region/MGB	No limit	PBAC
PENRO/CENRO	No limit	PBAC

SUBJECT: NON- INFRASTRUCTURE CONTRACTS TOPIC: SUPPLY CONTRACTS		SECTION VI Page 51 of 125
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY
3. Award of Contract Thru Public Bidding - Central Office - Bureau - Region - PENRO/ CENRO	Up to P1.0M Up to P5.0M Above P5.0M No limit No limit No limit	Admin Director ASEC, MS Secretary Director ARED, AS/RED/RD PENRO/CENRO
*Thru Negotiation - Central Office	Up to P1.0M Up to P5.0M Above P5.0M	Admin Director ASEC, MS Secretary

* In the original DAO 11, this portion is found on page 52

SUBJECT: NON- INFRASTRUCTURE CONTRACTS TOPIC: SUPPLY CONTRACTS		SECTION VI Page 52 of 125
DESCRIPTION	LIMITS OF AUTHORITY	APPROVING AUTHORITY
- Bureau	No limits	Director
- Region	No limits	ARED,AS/RED/ RD
-PENRO/CENRO	No limits	PENRO
<p>CONTROL POINTS: Executive Order No. 302 provides policies, guidelines, rules and regulations for the procurement of goods/supplies by the National Government.</p>		
<p>NOTE: Regardless of funding source, e.g., Regular/General Fund (101); FAPs (102) and/or CARP (158).</p>		
<p>At the Central Office, SO No. 99-161 created the Bids and Awards Committee (BAC) who shall conduct sealed/open canvass bidding for supplies with an amount P500T below.</p>		

SUBJECT : ECOSYSTEMS RESEARCH AND DEVELOPMENT TOPIC : RESEARCH AND DEVELOPMENT ACTIVITIES WITHIN DENR	SECTION VII Page 53 of 125
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ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Funding	Foreign Funding	Secretary	
	Long-term for Central Office funding	USEC concerned	
	Short-term research proposals for regional funding of more than P100,000	RED	
	Short-term research proposals for local/regional funding with a budget of not more than P100,000	ARED concerned	
	Short and long term research proposals for bureau funding	ERDB Director	

SUBJECT : ECOSYSTEMS RESEARCH AND DEVELOPMENT		SECTION VII	
TOPIC : RESEARCH AND DEVELOPMENT ACTIVITIES WITHIN DENR		Page 53 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
2. Agreements	With international agencies	Secretary	
	With national government agencies and/ or the private sector	Secretary or USEC concerned depending on signatories of other NGAs	
	With research and allied institutions within the region	RED	

SUBJECT : ECOSYSTEMS RESEARCH AND DEVELOPMENT		SECTION VII
TOPIC : RESEARCH AND DEVELOPMENT PROGRAMS		Page 54 of 125
ACTIVITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. National Integrated Research and Development Programs related to ENR	Secretary	
2. Regional research and development prioritization systems including the allocation of resources	RED	
3. Bureau R & D prioritization systems including the allocation of resources	Director	

SUBJECT : ECOSYSTEMS RESEARCH AND DEVELOPMENT		SECTION VII
TOPIC : EXPERIMENTAL SITES		Page 55 of 125
ACTIVITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Establishment of R & D experimental sites	USEC Concerned	
2. Designation of areas as experimental, demonstration/ pilot purposes	RED	

SUBJECT : ECOSYSTEMS RESEARCH AND DEVELOPMENT		SECTION VII
TOPIC : R & D IMPLEMENTATION		Page 56 of 125
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY
Supervision, monitoring and coordination	Within the region	ARED concerned
	Within the bureau	Director

SUBJECT : ENVIRONMENTAL MANAGEMENT			SECTION VIII
TOPIC : ENVIRONMENTAL IMPACT ASSESSMENT AND MANAGEMENT			Page 57 of 125
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Issuance or denial of Environmental Compliance Certificate (ECC)	Environmentally Critical Projects (ECP)	Secretary	OP Adm. Or. No. 300/ DAO 96-37
	Projects within Environmentally Critical Areas (ECA)	RED	OP Adm. Or. No. 300 & DAO 96-37
2. Certificate of Non-Coverage (CNC)	ECP	Secretary or Director	OP Adm. Or. No. 300 & DAO 96-37
	ECA	RED or RD	OP Adm. Or. No. 300 & DAO 96-37
3. Notice of Violation (NOV)	ECP	Director	DAO 96-37
	ECA	RD	DAO 96-37
4. Cease and Desist Order (CDO)	ECP	Director	DAO 96-37
	ECA	RED	DAO 96-37

SUBJECT : ENVIRONMENTAL MANAGEMENT		SECTION VIII	
TOPIC : POLLUTION CONTROL AND ABATEMENT		Page 58 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Permit to Operate pollution control and treatment facilities (issue, renew or deny issuance or renewal)	Prevention and abatement of pollution and for the discharge of sewage and industrial waste, or for the installation or operation of sewage works and industrial disposal system	RD	PD 984 RA 8749 DAO 03, s. 2000
2. Temporary Permit to Operate pollution control and treatment facilities		RD	PD 984 RA 8749 DAO 03, s. 2000

SUBJECT : ENVIRONMENTAL MANAGEMENT		SECTION VIII	
TOPIC : POLLUTION CONTROL AND ABATEMENT		Page 58 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
3. Authority to Construct air or water pollution control and treatment facilities		RD	PD 984 RA 8749 DAO 03, s. 2000
4. Certificate of Conformity for new motor vehicle and emission testing and control equipment		Director	RA 8749 DAO 03, s. 2000

SUBJECT : ENVIRONMENTAL MANAGEMENT	SECTION VIII
TOPIC : POLLUTION ADJUDICATION BOARD	Page 59 of 125

ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Notice of Violation (NOV)	Findings on the basis of inspection or monitoring reports that the emissions or discharged of pollutants constitutes an immediate threat to life, public health, safety or welfare or to animal or plant life or greatly exceeds the allowable DENR standards	Secretary RED PENRO CENRO	PAB Res. No. 1- C

SUBJECT : ENVIRONMENTAL MANAGEMENT		SECTION VIII	
TOPIC : POLLUTION ADJUDICATION BOARD		Page 59 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
2. Interim Cease and Desist Order (CDO) for 5 days (case should be endorsed to the PAB within 24 hours)	Prima facie evidence that the emissions or discharge of pollutants constitutes an immediate threat to life, public health, safety or welfare or to animal or plant life or greatly exceeds the allowable DENR standards	RED	PAB Res. No. 1 – C
3. Cease and Desist Order (CDO)		PAB	PAB Res. No. 1 – C
4. Temporary Lifting Order (TLO)		PAB	PAB Res. No. 1 – C
5. Formal Lifting Order (FLO)		PAB	PAB Res. No. 1 – C

SUBJECT : ENVIRONMENTAL MANAGEMENT		SECTION VIII	
TOPIC : HAZARDOUS WASTE MANAGEMENT		Page 60 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Registration as Hazardous Waste Generator	Issuance of DENR Registration Number	Director	DAO 29, s. 1992
2. Notice of Violation (NOV)		Director	DAO 29, s. 1992
3. Transport of Hazardous Waste Permits		Director	
4. Treatment, Storage, Disposal Permits		Director	
5. Cancellation of Permits		Director	

SUBJECT : ENVIRONMENTAL MANAGEMENT		SECTION VIII	
TOPIC : IMPORTATION OF CHEMICALS AND RECYCLABLE MATERIALS		Page 61 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Interim Importation Clearance for Chemicals	New Chemicals	Director	RA 6969 DAO 29, s. 1992
2. Importation Clearance for Chemicals	Chemicals with CCOs (Cyanide, Mercury and ODS, Priority Chemical List)	Director	RA 6969 DAO 29, s. 1992 DAO 97-38 DAO 97-39
3. Registry Certificate for Importation of Recyclable Materials		Director	RA 6969 DAO 28, s. 1994
4. Importation Clearance for Recyclable Materials		Director	RA 6969 DAO 28, s. 1994

SUBJECT : ENVIRONMENTAL MANAGEMENT		SECTION VIII	
TOPIC : IMPORTATION OF CHEMICALS AND RECYCABLE MATERIALS		Page 61 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
5. Registry Certificate for ODS		Director	RA 6969 DAO 29, s. 1994
5. Registration of Cyanide and Mercury Handlers		Director	DAO 29, s. 1992
6. Notice of Violation (NOV)		Director	DAO 29, s. 1992
7. Cancellation of Registration/ Clearance		Director	DAO 29, s. 1992 DAO 97-38 DAO 97-39

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : CERTIFICATIONS (REGISTRATION/TRANSPORT)		Page 62 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Certificate of Registration as Dealer	Imported logs. Lumber, veneer and commercial poles and piles		
	- Original - Renewal	RED ARED concerned	DAO 97, S. 94
	Local logs		
	- Original - Renewal	RED ARED Concerned	R.A. 1239 FAO 26, s. 56
2. Certificate of Origin	Timber Lumber Veneer Plywood	CENRO	DAO 59, S. 93
	Minor Forest Products	CENRO	DAO 7, s. 94 MC 21, s. 94

SUBJECT : FOREST MANAGEMENT TOPIC : CERTIFICATIONS (REGISTRATION/ TRANSPORT)		SECTION IX Page 62 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
3. Certificate of Verification	Planted trees	CENRO	DAO 79, s.90
4. Certificate of Transport Agreement		CENRO	DAO 7, s. 90

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : ILLEGAL FOREST PRODUCTS		Page 63 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Apprehension	Issuance of Apprehension Receipt	<p>The Secretary or his duly authorized representatives (RED, ARED, PENRO, CENRO)</p> <p>All members of law enforcement agencies</p> <p>Forest Officers (officials and employees of DENR charged with enforcement of forestry laws, rules and regulations)</p> <p>Private citizens as provided by law.</p>	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : ILLEGAL FOREST PRODUCTS		Page 63 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
2. Seizure	Seizure Receipt/Order	RED/PENRO/ CENRO or any Forest Officer assigned in the area	
3. Confiscation	Less than P20,000 P20,000 to P50,000 More than P50,000	CENRO PENRO RED	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : DISPOSITION OF FOREST PRODUCTS		Page 64 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Disposition of confiscated forest products thru public auction	More than P300,000	Secretary	
	More than P150,000 to P300,000	RED/ ARED concerned	
	More than P50,000 to P150,000	PENRO	
	Less than P50,000	CENRO	
2. Donation of confiscated forest products for public infrastructure projects	More than 500 cu.m	Secretary	
	More than 50 cu.m to 100 cu. M	RED	
	More than 30 cu.m to 50 cu.m	ARED concerned	
	Up to 30 cu.m	PENRO	
3. Disposition of logs and lumber		Secretary	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : CUTTING PERMITS		Page 65 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Rattan Cutting Contracts	Original, Negotiated, and/or Bidded Contracts	Secretary	DAO 04, s.89
	Renewal	RED	
2. Additional or amendment of existing area	Original and Negotiated Contract	Secretary	
3. Ordinary Minor Forest Products License (except rattan)	Original	ARED Concerned	FAO 11, s. 70
	Renewal	PENRO	
4. Additional or amendment of existing area		ARED concerned	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : CUTTING PERMITS		Page 65 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
5. Special Cutting Permits	Inside resettlement area, reservation, etc.,	Secretary	PD 705, as amended
	Cutting/ pruning of naturally-grown trees along banks of creeks, rivers or streams for public safety	RED	PD 953
	Cutting/ pruning of naturally-grown trees of any kind, ornamental plants and shrubs within public roads, plazas, parks, along highways,	CENRO in coordination with concerned head of agency or political subdivision	PD 953

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : CUTTING PERMITS		Page 65 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
	school premises, political subdivisions or any other place for purposes of public safety and beautification		
	*Cutting of trees affected by government projects within Environmentally Critical Projects (ECP)	Secretary	
	Others	RED	

* In the original DAO 11, this portion is found on page 66

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : CUTTING PERMITS		Page 66 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
	Conduct of thinning, sanitation cutting, or other silvicultural treatment such as pruning, liberation cutting, etc. in reforestation tree plantations should not be more than 20% of the existing standing density	RED	PD 953
	Cutting of trees for domestic and other uses in ISF/CS areas	CENRO	Amending DAO 96-26

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : CUTTING PERMITS		Page 66 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
	Cutting of trees affected by development projects and for public safety Urban More than 10 cu.m 5 cu.m to 10 cu.m Less than 5 cu.m	Secretary RED CENRO	
	Cutting of privately planted trees on tax declared lots within A & D land Up to 100 cu.m More than 100 cu.m to 500 cu.m More than 500 cu.m to 1,000 cu.m More than 1,000cu.m	CENRO PENRO ARED concerned RED	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : DEPUTATION		Page 67 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Deputy Environment Resources Officer (DENRO)	For a maximum of one (1) year	RED	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : EXPORTATION		Page 68 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Export Authority	Plantation logs	RED	DAO 33, s. 88
	Lumber from planted trees	RED	DMO 33, s. 93
	Finished Wood Products	RED	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : FEES AND CHARGES		Page 69 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Forestry Bonds		RED	FAO 11, s. 70
2. Auxiliary Invoice		CENRO	DAO 80, s.87
3. Order of Payment (application fees, license/ permit fee cash bond)		Unit/Section/ Division Chief concerned	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : FOREST PRODUCTS PROCESSING		Page 70 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Wood Processing Plant Permits - Sawmill - Plywood - Veneer - Kiln Dryer - Wood Treating - Mini-sawmill - Re-sawmill	Authority to Install/establish new WPP	Secretary RED	MAO 50, s. 1986 R.A. 460 (1950) as amended PD 705
- Sawmill - Plywood - Veneer - Kiln Dryer - Wood Treating	Permit to Operate - Original - Renewal	Secretary RED	
- Mini-sawmill - Re-sawmill	- Original - Renewal	ARED concerned PENRO	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : FOREST PRODUCTS PROCESSING		Page 70 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
2. Rattan Processing Plant	Permit to Operate - Original - Renewal	RED ARED Concerned	DAO 04, s.89
3. Milling Agreements		RED	DAO 8, s. 94 MC 18, s. 94
4. Log Supply Contracts		ARED concerned under whose jurisdiction	DAO 08, s.94

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : GRAZING LANDS		Page 71 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Provisional Permit	One to 2,000 hectares	RED	MAO 50, s.82
2. Forest Land Grazing Permit (FLGP)	Below 50.0 ha.	RED	MAO 50, s.82
3. Forest Land Grazing Lease Agreement (FLGLA)	More than 50.0 ha. To 2,000 ha.	Secretary	MAO 50, s.82

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : LAND CLASSIFICATION		Page 72 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Land classification and release of lands of the public domain as alienable and disposable		Secretary	
2. Sub-classification of forest lands according to use		Secretary	
3. Issuance of certificate whether timber land or A and D	Above 50.0 has. Below 50.0 has.	PENRO CENRO	

SUBJECT : FOREST MANAGEMENT TOPIC : LOGGING/WOOD PROCESSING PLANT EQUIPMENT		SECTION IX Page 73 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Certificate of Registration	Possession/ Ownership or Use of Power Chainsaws within forestlands	RED	DAO 25, s. 91
2. Acquisition of additional or replacement through lease or purchase	Logging equipment and machineries	RED	BFD Cir. No. 36, s. 82
3. Transfer of location of Wood Processing Plant	From one region to another Within the region	Secretary RED	
4. Replacement/ additional accessories	Wood Processing Plant	RED	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : MANAGEMENT/OPERATIONS PLANS		Page 74 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Seed Production Areas		RED	DAO 09, s. 95
2. Forest Management Operations Plans		Secretary	MC 09, s. 102 MC 12, s. 93
3. Grazing Management Plans (GMP)		Secretary	MAO 50, s. 82
4. Integrated Annual Operations Plan (IAOP)	Subject to condition that 1). Aerial photos mosaic and landsat imageries have been approved by the Secretary 2) ECC has been issued by the Secretary 3) Clearance from the Secretary	RED	DAO 17, s. 102 DAO 37, s. 96 DMC 4, s. 96

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : MANAGEMENT/OPERATIONS PLANS		Page 74 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
5. Watershed Management Plan (WMP)		RED	
6. Comprehensive Development and Management Plan for IFMA		To be approved by whoever issued the lease agreement/ permit	DAO 04, s. 97
7. Annual Work and Resource Utilization Plan		RED	

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : FOREST RESOURCES WITHIN PRIVATE LANDS		Page 75 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Cutting Permits: - Private Land Timber Permit (PLTP)	Per applicant/year		
	Up to 10 cu.m.	CENRO	
	More than 10 cu.m. to 15 cu.m.	PENRO	
	More than 15 cu.m. to 50 cu.m.	RED	
	Above 50 cu. m.	Secretary	
- Special Private Land Timber Permit (SPLTP)	a. Narra - Not to exceed 5 cu.m - Not to exceed 10 cu.m - in excess of 10 cu.m	PENRO RED Secretary	DAO 58, s. 1993
	b. Other premium species	Secretary	DAO 78, s. 1997

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : FOREST RESOURCES WITHIN PRIVATE LANDS		Page 75 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Private Forest Development Agreement (PFDA)	Provides that cutting or harvesting is in accordance with approved development and management plan		
	- Certificate of Origin for planted timber or other forest products	CENRO	DAO 16, s. 1992
	- Cutting/ harvesting of naturally growing timber or other forest products	RED	
2. Certificate of Verification planted trees within private lands		CENRO	MC 23, s. 1997

SUBJECT : FOREST MANAGEMENT		SECTION IX	
TOPIC : FOREST RESOURCES WITHIN PRIVATE LANDS		Page 75 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
3. Private Forest Develop- ment Agreement		RED	DAO 16, s. 1992
4. Private Seed Production Areas	Accreditation	RED	DAO 09, s. 1995

SUBJECT: FOREST MANAGEMENT		SECTION IX	
TOPIC: SPECIAL LAND USES		Page 76 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Special Land Use Agreement		Secretary	
2. Special Land Use Permit	Original and Renewal (1 year) Less than one ha. 1 to 5 has. More than 5 has-10has. More than 10 has.	CENRO PENRO ARED concerned RED	
3. Special Land Use Permits for Public Infrastructure	Original and renewal - With tree cutting - Without tree cutting	Secretary RED	

SUBJECT: FOREST MANAGEMENT		SECTION IX	
TOPIC: TENURIAL INSTRUMENTS		Page 77 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Timber Production Sharing Agreement (TPSA)		Secretary	DAO 78, s. 90
2. Community-Based Forest Management Agreement (CBFMA)	Up to 5,000 ha	PENRO	DAO 29, s. 96
	More than 5,000 ha	RED	
3. CALC/ CADC*	Above 15,000 ha	Secretary	
4. Certificate of Stewardship (CBFMA-CS)	Less than 3 has.	CENRO	
	More than 3 to 5 has.	PENRO	

SUBJECT: FOREST MANAGEMENT		SECTION IX	
TOPIC: TENURIAL INSTRUMENTS		Page 77 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
5. Industrial Forest Management Agreement (IFMA)	Above 500 ha.	Secretary	DAO 04, s. 97
6. Socialized Industrial Forest Management Agreement (SIFMA)	Less than 10 has.	CENRO	
	Above 10 has to 50 has.	PENRO	DAO 24, s. 96
	Above 50 has. to 500 has.	RED	DAO 24, s. 96
* With the enactment of RA 8371 or “The Indigenous Peoples Rights Act of 1997,” and pending the operationalization of the National Commission on ICCs/IPs (NCIP), ALL ISSUANCE OF CADCs SHALL, IN THE MEANTIME, BE VESTED IN THE SECRETARY.			

SUBJECT : LANDS MANAGEMENT		SECTION X	
TOPIC : SURVEYS		Page 78 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Cadastral Surveys and Public Land Subdivision Projects	Orders of bidding and contracts Survey Order Assignment of Project No. Issues authority to inspect Order of payment by contract	RED RED Director ARED concerned RED	
2. Certificates of Acceptability	Cadastral survey returns of main and subsidiary project controls, political boundaries surveys - Cad/PLS Survey returns on lot surveys - Survey returns of subdivision and other isolated surveys (except titled property)	ARED concerned ARED concerned ARED concerned	

SUBJECT : LANDS MANAGEMENT		SECTION X	
TOPIC : SURVEYS		Page 78 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
3. Approval	Maps and Plans	ARED concerned	
4. Certificate of Completion	Sketching, monumenting and lot survey phases of work of cadastral survey projects by contract	ARED concerned	
5. Survey Plans	Certification - Survey and other survey records - Copies of approved survey plans/maps and technical descriptions for titling	ARED concerned ARED Concerned	
	- Cancellation orders	ARED Concerned	

SUBJECT : LANDS MANAGEMENT		SECTION X	
TOPIC : SURVEYS		Page 79 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
6. Survey Orders	Delineation of political boundaries	RED	DAO No. 98-12
	Perimeter Survey of ISF projects including the parcellary surveys, reservations and ancestral claims	RED	DAO No. 98-12
	Isolated surveys within suspended/ abandoned cadastral or public land subdivision projects covered by subsisting contracts	ARED concerned	DAO No. 98-12

SUBJECT : LANDS MANAGEMENT		SECTION X	
TOPIC : SURVEYS		Page 79 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
7. Survey Authority	Subdivision of cadastral lots not being the subject of cadastral proceedings	CENRO	DAO No. 98-24
	Isolated survey of public lands	CENRO	DAO No. 98-24

SUBJECT : LANDS MANAGEMENT		SECTION X	
TOPIC : DEPUTATION		Page 80 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Deputation of Public Land Inspectors*	Original (1 year) and renewal	RED	
* Personnel deputized as land inspectors must undergo complete/extensive training on investigation and land disposition prior to deputation.			

SUBJECT: LANDS MANAGEMENT		SECTION X	
TOPIC: PUBLIC LAND APPLICATIONS (PLA)		Page 81 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Transfer of rights on PLA, GSA	Covering areas		
	- Up to 5 has	RED	DAO No. 98-24
	- More than 5 has to 12 has	Secretary	C. A 141
2. Issues/signs Patents and Reconstituted Patents	For sales		DAO No. 98-24
	- Up to 1,000 sq.m.	PENRO	
	- More than 1,000 sq.m. to 5 has	RED	
	- Above 5 has	Secretary	
	For homestead and free patents		RA 6657
	- Up to 1.0 ha.	PENRO	
	- More than 1 ha. to 3 has	RED	
	- Above 3 has	Secretary	

SUBJECT: LANDS MANAGEMENT		SECTION X	
TOPIC: PUBLIC LAND APPLICATIONS (PLA)		Page 81 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
3. Approval of Deeds/ Mortgages/ Leasehold Rights	Up to 1.0 has More than 1.0 has to 3 has Above 3 has	PENRO RED Secretary	RA 6657
4. Order of Revocation	Of patents not yet registered with the Register of Deeds	RED	
5. Order of Cancellation	Of public land applications no order of approval had been issued by higher officials. Otherwise, it should be forwarded to the RED for cancellation	PENRO	
6. Order of Rejection	For public land applications	CENRO	

SUBJECT: LANDS MANAGEMENT		SECTION X	
TOPIC: LEASES		Page 82 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Approval of appraisal of public lands and all lands under Act 3038; and Issuance of authority to conduct bidding	Leases for agricultural purposes: - Up to 10.0 has. - Above 10.0 has.	RED Secretary	DAO No. 98-20
	Leases of foreshore, commercial and industrial lands: - Up to 1,000 sq.m - Above 1,000 sq.m	RED Secretary	
2. Approval of original lease, renewal of lease, transfer of leasehold rights and sublease	Foreshore, commercial and industrial land leases - up to 1,000 sq.m - Above 1,000 sq.m to 3 has	PENRO RED	DAO No. 99-34

SUBJECT: LANDS MANAGEMENT		SECTION X	
TOPIC: LEASES		Page 82 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Issuance of Notices of lease/conduct bidding of public and government lands	- Above 3 has. Agricultural land leases	Secretary	DAO No. 98-24
	- Up to 10.0 has.	RED	
	- More than 10.0 has.	Secretary CENRO/LMD	
3. Patrimonial Lands			
- issuance of award		RED	
- issuance of lease contract		Secretary	

SUBJECT: LANDS MANAGEMENT		SECTION X	
TOPIC: LEASES		Page 83 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
4. Issuance of Provisional, Temporary and other Lawful Permits (OLP) for A & D lands	Original Renewal	RED Secretary	
5. Rentals Adjustment	Based on re-appraisal	RED	

SUBJECT: LAND MANAGEMENT		SECTION X	
TOPIC: SALES		Page 84 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Approval of appraisal of public lands and all lands under Act 3038, issuance of authority to conduct bidding and approval of actual sales	Agricultural lands		DAO No. 98-20 1987 Constitution
	- Up to 5 has	RED	
	- Above 5 has.	Secretary	
	Residential, commercial and Industrial lands		
	- Up to 1,000 sq.m	PENRO	
- Above 1,000 sq.m to 30,000 sq.m	RED		
- Above 30,000 sq.m	Secretary		
- Residential lands under RA 730	RED		

SUBJECT: LAND MANAGEMENT		SECTION X	
TOPIC: SALES		Page 84 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
2. Issuance of Notices of sales/conduct bidding of public and government lands		CENRO/LMO	
3. Patrimonial Lands - issuance of Awards - deeds of sales/conveyance		RED Secretary	

SUBJECT: LAND MANAGEMENT		SECTION X
TOPIC: LAND CASES		Page 85 of 125
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY
Decides/ Implements	Appeals involving claims/conflicts within public lands	Secretary
	Claims and/or conflicts involving land cases except those under ex-parte investigation and amicably settled and resolves motion for reconsideration	RED
	Orders of execution on final decision on land cases	RED
	Orders of Investigation of cases involving titled properties	RED
	Orders of Investigation of cases involving unpatented lots	PENRO
	Orders in amicably settled cases and those that were investigated ex-parte	PENRO

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 86 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Exploration Permit (EP) - Denial/ Rejection of Application	- Within mineral reservations - Outside mineral reservations	Director Director/RD	DAO 96-40 DAO 96-40, MGB MC 98-01
- EP Approval	Upon clearance from the Secretary/Director - Within mineral reservations - Outside mineral reservations	Director RD	DAO 96-40 DAO 96-40
- Transfer or Assignment of Application for EP	- Within mineral reservations - Outside mineral reservations	Director RD	DAO 99-57 DAO 99-57

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 86 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Transfer or Assignment of Approved EP	Upon recommendation of Director	Secretary	DAO 96-40
-Relinquishment of Area	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40
- Renewal of EP	Upon recommendation of Director	Secretary	DAO 96-40
- Cancellation	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40
- Cancellation of renewed EP	Upon recommendation of Director	Secretary	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 87 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Approval of Declaration of Mining Project Feasibility	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40
-Conversion to MA		Secretary	DAO 96-40 DAO 99-57
-Conversion to FTAA		President of the Philippines	DAO 96-40 DAO 99-57
-Memo-randum of Agreement/ Option Agreement/ Operating Agreement and other similar forms of agreement between the EP Permittee and Sub-Contractor		Secretary	DMO 99-34

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 87 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
2. Mineral Agreement (MA)			
- Denial/ Rejection of Application	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	Director/ RD	DAO 96-40, MGB MC 98-01
- Approval of Deviations to Exploration Work Programs	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40
- Approval of Extension of Exploration Period	- Up to a period of 6 years for non-metallic minerals or 8 years for metallic minerals	Director	DAO 96-40 DAO 99-57
	- Beyond 6 or 8 years	Secretary	DAO 99-57

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 88 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Approval of Declaration of Mining Feasibility		Director	DAO 96-40 DAO 99-57
- MA Approval		Secretary	DAO 96-40
-Relinquishment of Area	- Within mineral reservations - Outside mineral reservations	Director RD	DAO 96-40 DAO 96-40
- Amendment in hectarage of contract area, other than relinquishment		Secretary	
- Conversion into other modes of MA		Secretary	DAO 96-40
- Transfer or assignment of MA Application	- Within mineral reservations - Outside mineral reservations	Director RD	DAO 96-40 DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 88 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Conversion of MA Application to EP application	- Within mineral reservations - Outside mineral reservations	Director RD	DAO 99-57 DAO 99-57
- Transfer or Assignment of Approved MA		Secretary	DAO 96-40
- Cancellation of Approved MA		Secretary	DAO 96-40
- Conversion into FTAA		President of the Philippines	DAO 96-40
- MA Temporary EP		Director	DAO 96-40 DAO 99-57
- Renewal of MA		Secretary	DAO 96-40
- Withdrawal from Approved MA		Director	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 89 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Memorandum of Agreement/ Option Agreement/ Operating Agreement and other similar forms of agreement between the MA Contractor and Sub-Contractor		Secretary	DMO 99-34
3. Financial or Technical Assistance Agreement (FTAA)			
- Denial/ Rejection of Application	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	Director /RD	DAO 96-40, MGB MC 98-01

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 89 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Approval of Deviations to Exploration Work Program	- Within mineral reservations - Outside mineral reservations	Director RD	DAO 96-40 DAO 96-40
- Approval of Declaration of Mining Project Feasibility		Director	DAO 99-57
- FTAA Approval		President of the Philippines	DAO 96-40
- Conversion of FTAA Application to EP Application	- Within mineral reservations - Outside mineral reservations	Director RD	DAO 99-57 DAO 99-57
- Transfer or Assignment of FTAA Applications	- Within mineral reservations - Outside mineral reservations	Director RD	DAO 96-40 DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 90 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Transfer or Assignment of Approved FTAA		President of the Philippines	DAO 96-40
- FTAA Temporary EP		Secretary	DAO 96-40
- Conversion into Mineral Agreement		Secretary	DAO 96-40
- Relinquishment of Area	- Within mineral reservations - Outside mineral reservations	Director RD	DAO 96-40 DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 90 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
- Amendment in Hectarage of Contract area, other than relinquishment		Secretary	
- Cancellation of Approved FTAA		President of the Philippines	DAO 96-40
- Withdrawal from FTAA		Secretary	DAO 96-40
- Memorandum of Agreement/ Option Agreement/ Operating Agreement and other similar forms of agreement between the FTAA Contractor and Sub-Contractor		Secretary	DMO 99-34
4. Special Mines Permit (SMP)	- Upon clearance from the Secretary	Director	DAO 96-40 DAO 99-57

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING RIGHTS APPLICATIONS		Page 91 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
5. Small-Scale Mining Permit/ Contract	- Within mineral reservations	Director	DAO 96-40 MRDB AO 3/3A RA No. 7160
	- Outside mineral reservations	Provincial Governor/ City Mayor thru the P/CMRB	RA 7076 DAO 34, s. 1992, PD 1899 MRD 41
6. Industrial Sand and Gravel Permit	Not more than 5 ha	Provincial Governor/ City Mayor thru the P/CMRB	DAO 96-40
	Upon clearance from the Director; More than 5 ha but not to exceed 20 ha	RD	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : ENVIRONMENTAL CONCERNS		Page 92 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Approval of Environmental Protection & Enhancement Program (EPEP) and Deviation of 20% from the financial requirement	Upon initial approval and recommendation of Mines Rehabilitation Fund Committee (MRF)	Contingent Liability Rehabilitation Fund (CLRF) Steering Committee	DAO 96-40
2. Approval of Annual Environmental Protection and Enhancement Program (AEPEP)	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : ENVIRONMENTAL CONCERNS		Page 92 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
3. Issuance of Certificate of Environmental Management and Community Relations Records (CEMCRR)	Upon issuance of Certificate of Satisfactory Environmental Track Record by concerned Regional Offices (MGB & EMPAS)	Director	

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : SURVEY OF PERMIT/ CONTRACT/MINING AREA		Page 93 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Issuance of Order of Survey	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40
2. Withdrawal/ Cancellation of Order of Survey	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40
3. Verification of Survey Return	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40
4. Approval of Survey Plan	- Within mineral reservations	Director	DAO 96-40
	- Outside mineral reservations	RD	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : ACCREDITATION FOR TRADING		Page 94 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Issuance of Certificate of Accreditation for Mineral/ Mineral Products and By Products for: <ul style="list-style-type: none"> - Processors - Traders - Dealers - Retailers 	Original (2 years) and Renewal <ul style="list-style-type: none"> - Areas within the National Capital Region (NCR) - Other Areas 	Director RD	DAO 96-40 DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINERAL PROCESSING		Page 95 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Approval of Mineral Processing Permit	Upon endorsement of MGB Director	Secretary	DAO 96-40
2. Renewal of Mineral Processing Permit	Upon recommendation of the MGB Director for areas within Mineral Reservation and MGB Regional Director for areas outside Mineral Reservation	Secretary	DAO 96-40
3. Issuance of Temporary Permit to Operate	Valid for 30 days while awaiting the approval of the Renewal for Mineral Processing Permit	Director	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINERAL PROCESSING		Page 95 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
4. Cancellation/ Revocation/ Termination of Mineral Processing Permit	Upon recommendation of the MGB Director for areas within Mineral Reservation and MGB Regional Director for areas outside Mineral Reservation	Secretary	DAO 96-40
5. Issuance of Processor's Permit for Small-scale Mining	<ul style="list-style-type: none"> - Within mineral reservations - Outside mineral reservations 	<p>Director</p> <p>Provincial Governor/ City Mayor through the P/CMRB</p>	<p>DAO 34, s. 1992</p> <p>MRD 41-A, s. 1984</p>

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : TRANSPORT OF MINERALS/MINERAL PRODUCTS		Page 96 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Ore Transport Permit	For Permit Holders, Contractors Accredited Traders/Retailers/Processors, Lessees, SMP Holders	RD	DAO 96-40
	For small scale mining outside Mineral Reservation	Provincial Governor/ City Mayor	
	For small-scale mining within Mineral Reservation	RD	
	Ore samples exceeding 2 metric tons for assaying and pilot testing	Director	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : TRANSPORT OF MINERALS/MINERAL PRODUCTS		Page 96 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
2. Ore Samples Transport Certificate	Not exceeding 2 metric tones for assay and pilot test	RD	DAO 96-40
3. Delivery Receipt	Sand and Gravel Transport	RD	DAO 96-40
	<ul style="list-style-type: none"> - For more than 5 has but not to exceed 20 has - For 5 has or less 		Provincial Governor/ City Mayor through P/CMRB

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : TRANSPORT OF MINERALS/MINERAL PRODUCTS		Page 96 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
4. Seizure/ Confiscation of Illegally sourced Minerals/ Mineral Products and the Tools, Equipment and Conveyance used in the Commission of Illegal Mining		RD; Director; other MGB personnel duly authorized by the Director; DENR personnel duly authorized by the Secretary; Permittee; Contractor; Permit Holder;	DAO 96-40 DAO 99-57

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINING ADVERSE CLAIM, PROTEST		Page 97 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Resolution of Adverse Claim, Protest or Opposition		Regional Panel of Arbitrators	DAO 96-40
2. Resolution of Appeal to the Decision of the Panel of Arbitrators		Mines Adjudication Board	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : EXPLOSIVES		Page 98 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Application for Purchaser's License	Endorsement only of application; License for approval by PNP	RD	DAO 96-40
2. Application for License to purchase/ Transfer Explosives	Endorsement only of application; License for approval by PNP	RD	DAO 96-40
3. Application for Blaster Foreman's License	Endorsement only of application; License for approval by PNP	RD	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : ALIEN EMPLOYMENT		Page 99 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Endorsement for the Employment of Foreigners in Mining Operations	- For endorsement to SEC; for technical and specialized works requiring highly specialized training and experience in exploration, development and utilization of mineral resources for a maximum period of five (5) years or payback period whichever is longer. Position lower other than managerial level is limited to consultancy basis	Director	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : DRILLING EQUIPMENT		Page 100 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Lease of Drilling Equipment		Director	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES		SECTION XI	
TOPIC : MINE SAFETY		Page 101 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1.Accreditation of Service Contractors		Director	DAO 96-40
2. Registration of Safety Engineer (Temporary and Permanent)		RD	DAO 96-40
3. Registration of Safety Inspector (Temporary and Permanent)		RD	DAO 96-40
4. Permit for Electrical/ Mechanical Installation		RD	DAO 96-40

SUBJECT : MINES AND GEOSCIENCES TOPIC : SALE OF SECURITIES BY MINING COMPANIES		SECTION XI Page 102 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Endorsement of Permit to Sell Securities to the Public by the Securities and Exchange Commission		Director	MOA between DENR/MGB and SEC

SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR			SECTION XII Page 103 of 125
TOPIC : WILDLIFE RESOURCES TRADE AND CONSERVATION (PERMITS AND CERTIFICATIONS)			
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. CITES Permits for: - Export - Import - Re-export	CITES Treaty and Conference Resolutions	Director	DAO No. 30, s. 1993;
2. Wildlife Export Certification	CITES Treaty and Conference Resolutions	Director	DAO No. 30, s. 1993;
3. Wildlife Farm Permit	On recommendation by the Inter-Agency Wildlife Mgt. Committee	Director	
4. Wildlife Collector's Permit	On recommendation by the Inter-Agency Wildlife Mgt. Committee	Director	

SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR		SECTION XII Page 103 of 125	
TOPIC : WILDLIFE RESOURCES TRADE AND CONSERVATION (PERMITS AND CERTIFICATIONS)			
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
5. Wildlife Transport Permit	Covered by Agreements, WCP, WGP CAR, WFP and other legal authority issued by DENR	RED/PENRO/CENRO	DAO No. 38, s. 1990
6. Certificate of Accreditation and Registration (CAR) of Wildlife Facilities and Stocks	Original (effective only up to 12/31/97)	Director	DAO No. 22, s. 1995 as amended
	Renewal	RED	

SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR			SECTION XII
TOPIC : WILDLIFE RESOURCES TRADE AND CONSERVATION (PERMITS AND CERTIFICATIONS)			Page 104 of 125
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
7. Wildlife Gratuitous Permit	Per agreements approved by the Secretary or his/her authorized representative	Director	
8. Marine Turtle Eggs Collection Permit	60% of the total egg production in Taganak, Langaan, Lihimian & Bakkungan Is. o the Turtle Is. Group except Baguan Is. from April to December of each year	Pawikan Conservation Program staff	MOA 33, s. 1982

<p>SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR</p> <p>TOPIC : WILDLIFE RESOURCES TRADE AND CONSERVATION (PERMITS AND CERTIFICATIONS)</p>		<p>SECTION XII</p> <p>Page 104 of 125</p>	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
<p>9. Agreements for the use of wildlife resource, its parts, by-products and derivatives</p>	<p>For bioprospecting purposes per recommendation of the Inter-agency Committee on Biological and Genetic Resources</p>	Secretary	<p>EO 247 (1995) DAO 20, s.96, as amended</p>
	<p>For education, taxonomic captive breeding and other conservation related purposes as part of or in line with government mandates</p>	Secretary	

SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR			SECTION XII
TOPIC : WILDLIFE RESOURCES TRADE AND CONSERVATION (PERMITS AND CERTIFICATIONS)			Page 104 of 125
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
10. Wildlife Seizure and Confiscation Order		RED/ ARED concerned/ PENRO/ CENRO	DAO 36, s.91
11. Disposition of confiscated wildlife and donated wildlife, by-products and derivatives	As recommended by the Disposition Committee	Director/ RED	DAO 36, s. 91, DAO 97-17

SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR		SECTION XII Page 105 of 125	
TOPIC : PROTECTED AREAS MANAGEMENT			
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Agreements for the development and management of protected areas	Protected Areas Without PAMB Protected Areas With PAMB	Chairman, PAM Secretary	DAO 10, s. 95 as amended by DAO 42, s. 94
2. Appointment of PAMB members	As recommended by RED	Secretary	DMC No. 46, s. 1994
3. IPAF Disbursement a. Sub-Fund b. Central Fund	Less than P200,000.00 More than P200,000.00	PAMB Director	DAO No. 22, s. 1996
4. Work and Financial Plan of PA	With PAMB Without PAMB	PAMB RED	DAO 22, s. 1995

SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR		SECTION XII Page 105 of 125	
TOPIC : PROTECTED AREAS MANAGEMENT			
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
5. Agreements involving technical assistance for biodiversity conservation	With funding from the collaborator Up to P1.0M More than P1.0 M Without funding from the collaborator	Director Secretary Director	
6. Contract services for the implementation of Protected Areas	As recommended by the PAWB-PVAC	Director	
7. Maps of Protected Areas	As recommended by the RED and PAWB Dir	Secretary	DMC 22, s. 1992

SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR		SECTION XII	
TOPIC : PROTECTED AREAS MANAGEMENT		Page 106 of 125	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
8. Permits <ul style="list-style-type: none"> a. Special Uses for specific activities, i.e. filming, video taping, spiritual and other recreational activities b. Scientific/ research activities c. Use of facilities inside protected areas, etc. 	With PAMB Without PAMB	PAMB thru the PASu CENRO	

SUBJECT : PROTECTED AREAS AND WILDLIFE SECTOR TOPIC : PROTECTED AREAS MANAGEMENT			SECTION XII Page 106 of 125
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
9. Deputation of Field Officers in Protected Areas	As recommended by the PAMB	RED	DAO No. 25 s. 1992
10. Management Plan	As recommended by PAMB As reviewed by PAWB	ARED concerned	

SUBJECT : AMENDMENTS		SECTION XIII Page 107 of 125
DATE	AMENDMENTS	

Secretary

All Undersecretaries

All Assistant Secretaries

All Heads of Attached Agencies

All Bureau Directors

All Assistant Directors

All Regional Directors

All Regional Executive Directors

All Assistant Regional Executive Directors

All Service Directors

All PENROs

All CENROs

Annex A

DEFINITION OF TERMS

APPOINTMENTS

The *SELECTION PROMOTION BOARD (SPB)*, in consistent with the CSC MC No. 18, Series of 1988, shall be composed of Officials responsible for Personnel Management, representative of Management, a representative of organization unit where the vacancy is, and representatives of the rank and file in “first and second level” personnel category.

REGIONAL/BUREAU SELECTION AND PROMOTION BOARD shall be composed of the Regional Executive Director (RED), Regional Director (RD) and Assistant Regional Executive Director (ARED) in the regional offices and the Bureau Director, Assistant Director and Division Chiefs in the Bureaus where such body deliberate on vacancies of positions of Division Chief, CENRO, PENRO subject to final evaluation in the Central Office.

Personnel category are divided into:

1. First Level - Salary Grade 1-10
2. Second Level - Salary Grade 11-24/25
3. Third Level - Presidential Appointees

CASH ADVANCE

Regular Cash Advance are those granted to cashiers, disbursing officers, paymasters, and/or property/supply

officers separately for any of the purposes of salaries and wages, commutable allowances, honoraria and other similar payments to officials and employees, and petty operating expenses.

Special Cash Advances are those granted on the explicit authority of the Head of Agency only to duly designated disbursing officers or employees for other legally authorized purposes, such as: confidential expenses, expenditures for activities of the agency undertaken in the field where it is impractical to pay by check.

The Accountant shall obligate all cash advances granted.

CHECKS

Serially pre-numbered forms obtainable from the bank and used to withdraw cash from the agency checking account. They shall be kept in the custody of the disbursing officer. All disbursements shall be paid by check except those authorized to be paid out of Cash Advances.

Normally, checks drawn against the agency checking account shall be signed by the regular disbursing officer and countersigned by the agency head or his/her authorized representatives (Sec. 452, GAAM).

DISBURSEMENT VOUCHER (DV)

DV is used by all government entities for all money claims. It shall be prepared in triplicate unless more copies are needed. The voucher is numbered in one series for each fund for each year. The voucher number shall be indicated on the voucher and on every supporting document.

Liability for Illegal Expenditures

Every expenditure or obligation authorized or incurred in violation of the Administrative Code of 1987 or of the general and special provisions contained in the General or other Appropriations shall be considered/deemed void. Every payment made in violation of said provisions shall be deemed illegal and every official or employee authoring or making such payment shall be jointly and severally liable to the Government for the full amount so paid or received (Sec. 161, GAAM).

DISCIPLINARY ACTIONS

The general rule in the law on Public Officers is that the power to appoint carries with it the power to remove. The Civil Service laws, rules and regulations govern administrative proceeding including imposition of penalties.

Committee on Personnel Discipline was created under DENR Memorandum Order No. 23, Series of 1994, chaired by the Assistant Secretary for Management Services in the Central Office. The Bureau Directors shall create a Committee to be headed by either the Assistant Director or the Chief, Legal Division. In the Regions, the Appointing Authority concerned shall designate the Head of the Committee/Hearing Officer. In the Regions or Bureaus, shall have jurisdiction over their first level and second level personnel including casual employees. The Committee or Hearing Officer shall only serve as the arm of the Disciplining Authority and shall submit their recommendation only after the personnel charge of an offense shall have been given opportunity to be heard in accordance with the Civil Service Law.

All Orders or decisions on disciplinary actions shall be signed by the Appointing Authority concerned.

Orders for the imposition of penalties shall be signed by the Disciplining/ Appointing Authority upon the recommendation of the Committee or Hearing Officer concerned.

Preventive suspension of a civil service employee or officer can be ordered even without a hearing because such suspension is not a penalty but only a preliminary step in an administrative investigation. The purpose is to prevent the accused from using his position or office to influence prospective witnesses or tamper with the records which may be vital in the prosecution of the case against him. Alonzo V. Capulong, (G.R. No. 110590, May 10, 1995.)

The proper disciplining authority may preventively suspend any subordinate officer or employee under his authority pending an investigation, if the charge against such officer or employee involves dishonesty, oppression or grave misconduct, or neglect in the performance of duty, or if there are reasons to believe that the respondent is guilty of charges which would warrant his removal from the service (Section 51, Executive Order No. 292, 1987).

FIDELITY BOND

Sec. 409 (GAAM) - Fidelity Bond and insurance premiums are subject to these rules, among others:

- a. Employees accountable for funds and/or property in the amount of P2,000.00 or more shall be bonded with the Fidelity Fund of the Treasury of the Philippines. The office to which the insured officer belongs shall shoulder the whole premium on his/her bond.

- b. While the premium bond is fixed at P3,750,000 no limitation is fixed for the maximum cash and property accountability.
- c. The premium rate shall be $\frac{1}{2}$ of 1% per annum, payable semi-annually in advance on the first day of January and July of each year.
- d. When the bonded employees are relieved of their accountability, the cancellation of their bonds shall be affected immediately.
- e. Payment of insurance premiums of government properties such as buildings, equipment, motor vehicles, etc., are charged to this account.

INFRASTRUCTURE PROJECTS – construction, improvements or rehabilitation of roads, building, communication facilities, flood control and drainage, water supply and sewerage systems, shore protection, power facilities, and other related construction projects that form part of the government capital investment.

Agency Estimate – the agency estimate of construction cost should show for each major work item, such as earthwork, and massive concreting, the components for equipment rentals, fuel labor, materials and overhead.

The approved agency estimate (AAE) shall be finalized on the day of the bidding after all bids have been received and shall be held confidential and signed, sealed and ready for presentation on the day of the opening of the bids/tenders.

LETTER OF ADVICE OF ALLOTMENT (LAA)

Transfer of funds from the Central Office to the regional offices, bureaus, and PENROs and/or transfer of funds from the regional offices to its PENROs are made with this document, which shall be approved by authorized officials. It shall contain detailed information on the intended allocation, description and specific expenditures object for each function/activity/purpose/project. The funding checks issued are likewise indicated.

Detailed Engineering shall include the following:

- a. Survey
- b. Site Investigation
- c. Foundation Investigation
- d. Soils and Materials Investigation
- e. Preparation of Design and Specifications
- f. Preparation of Quantity and Cost Estimates
- g. Preparation of Program of Work
- h. Preparation of Proposed Construction Schedule (and Estimated Cash Flow for projects with schedule over six (6) months)
- i. Preparation of Site or Right-of-Way plans including Schedule of Acquisition
- j. Preparation of Utility Relocation Plan
- k. Preparation and submission of Design Report
- l. Preparation of Bid/Tender documents
- m. Environmental Impact Statement for Major Project

MEMORANDA OF AGREEMENT/UNDERSTANDING (MOA/U)

Those agreements entered into with other government agencies, local government agencies on operational matters and allied services, e.g., creation of inter-agency task forces in the implementation of the DENR mandate. Those that involve expenditure of public funds should be construed as financial transaction and, as such,

covered by existing auditing and accounting requirements, i.e. certification of availability of funds duly signed by the Chief Accountant of the contracting agency to LOI No. 968.

NON-INFRASTRUCTURE CONTRACTS

Supply Contracts

PBAC – stands for Pre-Qualification, Bidding and Awards Committee. Each government agency shall create a PBAC in its office or in its implementing office which shall be responsible for the conduct of bidding, evaluation of bids and recommending award of contracts, including record keeping, planning and management of the procurement process. It shall be composed of the following:

Chairman - At least third ranking official of the agency

Executive Officer & Secretary – Legal Officer

Members – Regular – Technical member designated by the head of agency as his representative

Members – Provisional – at least two (2) with experience and with knowledge about the project to bid

Private Sector – representatives from Phil. Chambers of Commerce and End-Users.

Observers – COA and Internal Audit Service (IAS) representative

For Bureaus and Regions, PBAC shall have the following composition:

Chairman - ARED for Administrative Services

Executive Officer - Legal Officer

Secretary - Chief, General Services Section

Members – Regular -- Chief, Administrative Division,
Chief, Finance Division

Members – Provisional ARED Concerned, Project
Manager/Coordinator

Observer - COA Representative

Public Bidding must be opened to all. It must be fair, legitimate and honest, and should be designed so as not to injure or defraud the government.

Aims of Public Bidding:

1. To secure the lowest and most economical price in the market; and
2. To prevent anomalies in the procurement of supplies, materials.

Bidding Process:

1. Preparation of Bid/Tender Documents
2. Invitation to Pre-Qualify and to Bid
3. Pre-Qualification of Bidders
4. Issuances of Bid/Tender Documents
5. Pre Bid Conference
6. Submission, Receipt and Opening of Bids
7. Examination and Evaluation of Bids
8. Failure of Bidding
9. Contract award and Implementation

Negotiated Contract – Negotiated purchases are made when requisitioned articles are sold by an

exclusive dealer, publisher or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitutes can be obtained elsewhere at more advantageous price to the government.

In all cases of negotiated purchases, the approval of the President of the Philippines must be secured.

Negotiated purchases are authorized in the following cases:

10. After public bidding has been conducted and no offer has qualified to meet the specifications, terms and conditions as advertised.
11. Where the items to be purchased are “critical in nature”, and are not available in the open market.
12. Where the Committee on Awards, on the basis of past experience, believes that public bidding may not bring good results.

OVERTIME SERVICES

In general, rendition of overtime services may be authorized where the work or activity has to be completed on a fixed date and the scheduled date of completion cannot be met within regular work days and hours; or where, although there is no fixed date of completion, the prolonged delay in, or non-completion of the work activity shall:

- a. Cause financial loss to the government or its instrumentalities;
- b. Embarrass the government due to its inability to meet its commitments; or
- c. Negate the purpose for which the work or activity was conceived.

(MC 10, 1996)

Overtime payment should not exceed 50% of Basic Salary.

PAYROLL

Payroll is used for the payment of salaries and other emoluments of government employees. It shows the names of the employees, period covered, their monthly salary/emolument, the amount earned for the period, salary deductions and the net amount paid. The signatures of the employees on the payroll are evidences of payment.

The payroll may also be used to support issuance of checks.

PURCHASE ORDER (PO)

Purchases of supplies, materials and equipment are made with this form which shall be duly approved by authorized officials. Procurement of supplies, materials and equipment in the government agencies shall be through competitive bidding.

The quantity, kind, complete description of supplies, materials and equipment of each item/article to be procured or the work to be done or to be performed are indicated therein. The following shall also be specified in the PO: the contracting party; date of placing the order; and the date, time of delivery or execution; deadline for delivery; unit price and the total amount contracted for; including the penalty for delayed deliveries; and the condition to reject any delivery, whether partial compliance with the specification or to cancel/ revoke the Order.

Supplies and Materials

“Supplies” include everything, except real estate which may be needed in the transaction of public businesses, or in the pursuit of any undertaking, project, or activity, whether in the manner of equipment, furniture, stationery, materials for construction or personal property of any sort, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related and analogous services (Sec. 357 (c) RA 7160).

Except as otherwise provided in the General Appropriations Act, the stock on hand of supplies, materials and equipment, spare parts, acquired through ordinary and emergency purchase, shall at no time, exceed the normal three-month requirements, subject to pertinent rules and regulations issued by competent authority.

Equipment

Memorandum Circular No. 401 defines obligation object 21, Equipment Outlay as follows: “This account shall include the cost of property, other than structures and fixed facilities, which has a life greater than one (1) year. Do not include property falling in this classification having a value of P10,000.00 or less. Such property shall be classified as “Supplies and Materials”.

Assignment of Liability (COA Memo. No. 97-012)

“In the assignment of the liability for the disallowed overpriced, the auditor shall carefully study the procedures in processing the questioned transaction and determine those officials/employees who had direct participation in the fixing of the price/ prices of the questioned transaction. Officials/employees whose signatures or initials may appear on the vouchers and/ or transaction documents, who are determined to have had participation in the fixing of the price

shall not be included among those to be held liable for the disallowance.”

REMITTANCE ADVICE

The Remittance Advice is used to forward collections to the Bureau of Treasury (BTR) directly or through Authorized Government Depository Banks (AGDB) such as Land Bank, PNB, DBP (Sec 434, GAAM).

The Remittance Advice shall be paid in six (6) copies to be distributed as follows:

Original - National Cash Accounting Division, BTR;

Duplicate - National Cash Division, BTR;

Triplicate - Provincial Treasury Fiscal Examiner

Quadruplicate – National Collecting Officer – Chief Accountant

Quintuplicate - Agency Auditor

Sextuplicate – File – National Collecting Officer

REQUEST FOR OBLIGATION OF ALLOTMENT (ROA)

The ROA is prepared to evidence the occurrence of obligation. It shall be supported by documents like payrolls, disbursement vouchers, purchase/job orders, requisitions of supplies and materials, payment based on contracts, etc.

The ROA is divided into three sections: A, B, and C. Section A is accomplished and signed by the requesting Official. Section B is accomplished in the accounting unit. Section C serves as the subsidiary ledger for obligation, and unliquidated obligations.

The ROA shall be prepared in three copies by the requester who forwards two copies to the Accounting Division and retains one copy for his/her file.

REQUISITION ISSUE VOUCHER (RIV)

Requests for supplies and materials are made using this “form” to be approved by authorized officials. The quantity and kind of supplies and materials requisitioned are indicated therein and shall be properly received by the authorized person. The RIV shall be prepared in three copies. The original is used by the Property Officer to support the Monthly Report of Supplies and Materials Issued submitted monthly to the Chief Accountant. The duplicate is used to support postings in the Supplies Ledger Card/Stock Card. The “requisitioner” retains the third copy.

TRAVELS

Executive Order No. 248 prescribes the rules and regulations on the new rates of allowances for Officials for local and foreign travels of government personnel. This Order is being implemented through *Special Order No. 96-1059* delegating the authority to approve and sign official local travels that will last for more than seven (7) calendar days but not more than one (1) calendar month.

TRAVEL EXPENSES

Expenses incurred by government officials and employees on official travel either domestic or foreign. They include per diem, actual transportation fares, road tolls, parking fees, tips and such other similar or incidental expenses en route to the destination and back to permanent official station (Sec. 7-1 (20), CA 246).

Travel expenses of private individuals are allowed only if authorized by law, rules and regulations.

WORK AND FINANCIAL PLAN (WFP)

The WFP is a document serves as an operating budget, and presents the work to be undertaken. The required measures to be accomplished are expressed in physical terms, e.g., personal services, the timing of the work and the financial requirements per month and per quarter. The DBM reviews and uses the document in releasing the annual comprehensive Advice of Allotments (AA) and the Notice of Cash Allocation (NCA).

Work Plan (WP) shall contain detailed information on the regional allocation, description or specification of each intended output, the annual targets and corresponding quarterly breakdowns for each function/activity/purpose/project.

Financial Plan (FP) shall present the monthly financial operating requirements of the Work Plan indicating the specific expenditures object for each function/activity/purpose and project. Where a reserve is imposed, the annual financial requirement shall be the appropriation net of the amount reserved.

MODIFICATIONS OF WFPs – (Changes in Expenditure Items)

Modification of Expenditure Components – Except as may be authorized by law, no change or modification shall be made in the expenditure items authorized in this Act and other appropriation laws unless in cases of ‘augmentations from savings in appropriations as authorized under Section 25(5) of Article VI of the Constitution’ (Section 53, General Provisions, RA 8745 or the 1999 GAA).

Augmentation of MOOE Items – Agencies may augment an item of expenditure within Maintenance and

Other Operating Expenditures (MOOE) from savings, in other items of MOOE in an amount not exceeding one-third (1/3) of the appropriated amount to be augmented without prior approval of the Department of Budget and Management (DBM) (Section 58, General Provisions, RA 8745).

Realignment of FAPs – The amount appropriated in this Act for the implementation of foreign-assisted projects, including loan proceeds and local counterpart, shall not be realigned except to other foreign-assisted projects (Section 60, General Provisions, RA 8745).

Annex B

ACRONYMS

- AD** - Assistant Director
- AEPEP** – Annual Environmental Protection and Enhancement
- AO** - Administrative Officer
- ARED** - Assistant Regional Executive Director
- ARED,AS** - Assistant Regional Executive Director for Administrative Services
- ARED, FO** - Assistant Regional Executive Director for Field Operations
- ARED,LSPA** - Assistant Regional Executive Director for Legal Services & Public Affairs
- ARED, TS** - Assistant Regional Executive Director for Technical Services
- ASEC, MEA** - Assistant Secretary for Mines and EAGA Affairs
- ASEC, LA** - Assistant Secretary for Legal Affairs
- ASEC, LLA** - Assistant Secretary for Lands and Legislative Affairs
- ASEC, MS** - Assistant Secretary for Management Services
- ASEC, PPS** - Assistant Secretary for Planning and Policy Studies
- BAC** - Bids and Awards Committee
- CAR** - Certificate of Accreditation and Registration
- CBFMA** - Community-Based Forest Management Agreement
- CDO** - Cease and Desist Order
- CEMCRR** - Certificate of Environmental Management and Community Relations Records.
- CENRO** - Community Environment and Natural Resources Officer
- CLRF** - Contingent Liability Rehabilitation Fund
- CNC** - Certificate of Non-Coverage
- CS** - Certificate of Stewardship

DBM - Department of Budget and Management
DENRO - Deputy Environment Natural Resources Officer
DV - Disbursement Voucher
ECA - Environmentally Critical Areas
ECC - Environmental Compliance Certificate
ECP - Environmentally Critical Projects
EGF - Environmental Guarantee Fund
EP - Exploration Permit
EPEP - Environmental Protection & Enhancement Program
ERDB - Ecosystems Research and Development Bureau
FAPs - Foreign Assisted Projects
FLGLA - Forest Land Grazing Lease Agreement
FLGP - Forest Land Grazing Permit
FLO - Formal Lifting Order
FP - Financial Plan
FTAA - Financial or Technical Assistance Agreement
GMP - Grazing Management Plans
IAOP - Integrated Annual Operations Plan
IFMA - Industrial Forest Management Agreement
LCs - Letter of Credit
LLA - Letter of Advice of Allotment
LMO - Land Management Officer
MA - Mineral Agreement
MOA/MOU - Memorandum of Agreement/Understanding
MOOE - Maintenance and Other Operating Expenditures
MRF - Mines Rehabilitation Fund
NCA - Notice of Violation
OLP - Other Lawful Permit
PAB - Pollution Adjudication Board
PBAC - Pre-Qualification, Bidding and Awards Committee
PC - Project Coordinator
PD - Project Director
PENRO - Provincial Environment and Natural Resources Officer
PFDA - Private Forest Development Agreement
PLTP - Private Land Timber Permit
PM - Project Manager
PNP - Philippine National Police

PO - Purchase Order
RPSPB - Regional/Bureau Selection and Promotion Board
RD - Regional Director
R & D - Research and Development
RED - Regional Executive Director
RIV - Requisition Issue Voucher
ROA - Request for Obligation of Allotment
RSD - Regional Survey Division
SC - Scholarship Committee
SIFMA - Socialized Industrial Forest Management Agreement
SMP - Special Mines Permit
SPB - Selection Promotion Board
SPLTP - Special Private Land Timber Permit
TLO - Temporary Lifting Order
TPSA - Timber Production Sharing Agreement
USEC, L - Undersecretary for Legal
USEC, ICLGA - Undersecretary for International Commitment and Local Government Affairs
USEC, PTS - Undersecretary for Policy and Technical Services
WFP - Work and Financial Plan
WMP - Watershed Management Plan

**DENR Administrative Order
No. 2000-15
February 11, 2000**

**SUBJECT : Addendum to DENR
Administrative Order No. 99-55
Re: Creation of Functional Groups
under the Decision Support
Systems (DSS) Office and the
Establishment Of DSS Units at the
Bureaus and Field Offices**

For management efficiency and effectiveness of the Decision Support Systems Office (DSSO), there is included an additional role and function in DAO 99-95 under paragraph 1, which reads as follows:

- 4. Shall collect and encode data at the filed and national levels and submit the data collected at the national level to the PPSO through the Research and Statistics Division (RSD), which shall be responsible for the analysis.**

This order take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000 – 16
February 11, 2000**

**SUBJECT : Rates of Fees for Certain
Administrative Services Rendered**

Pursuant to Section 54, Chapter 12, Book IV of Executive Order No. 292 (Administrative Code), Executive Order No. 159 dated February 23, 1994 and Memorandum Order No. 199 dated April 01, 1994, Malacañang, and in order to ensure proper, uniform of fees, the following rates of fees for certain administrative services rendered by Legal Service, Records Management and Documents Division and other offices of the Department of Environment and Natural Resources are hereby prescribed:

<u>Nature of Service/s</u>	<u>Amount of Fees</u>
1. Appeal or petitions filed against Decisions or order	₱ 500.00
2. Authentication of any official records or documents	50.00
3. Certification of any document or information based on records	25.00
4. Copy fee for every page/sheet of Official records or documents	5.00

This order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000 – 22
March 03, 2000

**SUBJECT : Amending Certain Provisions of
DAO No. 99-52 on the Realigned
Functions of Regional Divisions**

In the interest of the service and to further simplify and facilitate personnel transactions in the Regional Offices, the following realigned functions of the Interim Human Resources Management Division (HRMD) as provided for under DAO 99-52, dated December 15, 1999, are hereby transferred to the Administrative Division:

1. Process and recommend the approval of appointments to regular, casual and contractual positions and approval of payroll of all manpower complement in the region;
2. Recommend the approval of incentives and benefits for employees welfare, such as health care, merit increase, awards, credits, magna carta, and other benefits and the authority to render overtime services; and
3. Recommend the approval of travel authority and leave of absence of regional personnel.

As such, the Administrative Division shall exercise supervision over the Personnel Section. All other provisions of DAO 99-52, Series of 1999, not inconsistent herewith shall remain in force.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000-27
March 13, 2000

Subject : Creating The Pasonanca Watershed Development Project Office And Designating Regional Technical Director Roberto G. De Vera As Its Project Director

In the interest of the service, to spearhead the implementation of activities for the protection and conservation of biodiversity within the Pasonanca Natural Park and to operationalize the user fee system contained in the Memorandum of Agreement (MOA) entered by and among the DENR Zamboanga City Water District (ZCWD), LGU of Zamboanga City, and the Natural Resources Development Corporation (NRDC), the **Pasonanca Watershed Development Project Office (PWDPO)** is hereby established and Regional Technical Director Roberto G. De Vera is likewise designated as its Project Director.

Under the direct supervision of the Regional Executive Director of DENR Region the PWPDO shall have the following objectives.

1. Implement activities that will contribute to the environmental integrity of the project area consistent with the provisions of the R.A. 75 86 (NIPAS Act of 1992) and its implementing rules and regulations;
2. Operationalize the user's fee system and other appropriate market based instruments inside the project area;
3. Perform other functions related to the attainment of the aforementioned project objectives.

RTD Roberto G. De Vera is hereby designated as Project Director of PWDPO and as such shall provide leadership in the implementation of aforementioned activities. He shall be assisted by the Protected Area Superintendent (PASu) and other personnel

of the aforementioned natural park The RED concerned is hereby authorized to provide the necessary funds to be taken out from appropriate programs and projects and assign personnel to complement the manpower, requirements of the above-mentioned project office.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000 - 40
May 05, 2000

**SUBJECT : Reconfiguration And Redefinition
 Of Functions Of The Planning
 And Policy Studies Office (PPSO)**

In line with the policy of the Department to strengthen its delivery of services and consistent -with Executive Order No. 406, institutionalizing the Philippine Economic-Environmental and Natural Resources Accounting (PEENRA) System, the Planning and Policy Studies, Office (PPSO) is hereby reconfigured and its functions redefined as follows:

Section 1. Organizational Structure

The Planning Policy Studies Office (PPSO) shall be renamed as the Planning, Policy Studies and Economic Affairs Office (PPSEAO). The PPSEAO shall be under the Office of the Undersecretary for Policy and Technical Services and shall be directly supervised by -the Assistant Secretary for Planning, Policy Studies and Economic Affairs. The PPSEAO shall maintain three (3) services, namely: the Planning Service (PS), the Policy Studies Service (PSS) and the Economic Affairs Service (EAS), each shall be headed by a Service Director with a rank of Director III.

The Planning Service, shall, maintain two (2) divisions namely: the Planning and Programming (PPD) and the Project Development and Evaluation Division (PDED), each of which shall be headed by a Division Chief. The Policy Studies Service (PSS) shall maintain two (2) divisions namely: the Policy Formulation Division (PFD), and the interim Policy Review and Analysis Division (PRAD), each to be headed by a Division Chief. The Economic Affairs Service (EAS) shall maintain two (2) divisions namely: the Statistical Coordination Division (SCD), formerly the Research and Statistics Division (RSD), and the interim Environmental and Natural Resource Economics Division

(ENRED), formerly the PEENRA Unit, each to be headed by a Division Chief.

Section 2. Functions

The services and divisions under the PPSEAO shall have the following functions:

2. 1 Planning Service

The Planning Service (PS) shall be responsible for developing planning guidelines and standards for resource allocation and for integrating short, medium and long-term development plans and programs of the various ecosystems guided by the philosophy of the Department. It shall formulate and recommend strategies for environmental protection and natural resources management including the development and evaluation of projects. It shall coordinate all planning activities in the Department.

2.1.1 Planning and Programming Division

The Planning and Programming Division (PPD) shall be responsible for integrating short, medium and long-range plans for the Department in the context of national development goals in close coordination with the staff and line bureaus, regional offices and attached agencies; providing standards and guidelines in the preparation of the Department's budget; formulating criteria for determining priorities for proposed projects for funding and execution. It shall formulate standards and guidelines for natural resources planning maintaining liaison with other departments and the central planning agency of the government, and perform other related functions that may be assigned by higher authority.

2.1.2 Project Development and Evaluation Division

The Project Development and Evaluation Division (PDED) shall be responsible for developing and recommending systems and procedures for evaluating regularly-funded projects of the various units and sectors of the Department; coordinating project development by the staff and line bureaus, attached agencies of the Department in accordance, with the approved priority areas; evaluating project proposals of various units and sectors according to its technical feasibility and other generally accepted criteria for sustainable development. It shall evaluate and assess periodically performance reports and assess project implications for aggregative and strategic planning, and perform other related functions that may be assigned by higher authority.

2.2 Policy Studies Service

The Policy Studies Service (PSS) shall be responsible for formulating policy recommendations and strategies for environmental and natural resources management; formulating alternative global and national scenarios as bases for long-term resource policy agenda guided by the principles of sustainable development; recommending policies based on studies for the efficient and effective development, utilization and conservation of the environment and natural resources.

2.2.1 Policy Formulation Division

The Policy Formulation Division (PFD) shall be responsible for formulating alternative global, regional and national scenarios as bases for long-term resource policy recommendations and

strategies for environmental and natural resources management; undertaking studies on specific policy areas for improved management of the environment and natural resources. It shall conduct continuing studies on the impact of policies on natural resources conservation and environmental management, and perform other functions that may be assigned by higher authority.

2.2.2 Policy Review and Analysis Division

The Policy Review and Analysis Division (PAD) shall be responsible for coordinating policy development activities of the various units and sectors of the Department; reviewing and evaluating the implementation of policies concerning the conservation, development, utilization, extraction, management and disposition of environmental and natural resources; reviewing, analyzing and evaluating existing international and national policies affecting environment and natural resources; linkaging with other government agencies on policy matters affecting environment and natural resources. It shall maintain close coordination with the Office of the Assistant Secretary for Lands and Legislative Affairs regarding enactment of environment and natural resource proposals into laws and perform other functions that may be assigned by higher authority.

2.3 Economic Affairs Service

The Economic Affairs Service (EAS) shall be responsible for developing economic tools and models for environmental and natural resource management; integrating natural resource and environmental information into macro and micro economics analysis; conducting environmental and natural resources valuation and

accounting studies focusing on the social, environmental and economic impact/ implications/consequences of the policies, plans, programs, projects and activities of the various units and sectors of the Department. It shall coordinate all statistical services and economics affairs in the Department.

2.3.1 Statistical Coordination Division

The Statistical Coordination Division (SCD) shall be responsible for studying, compiling, analyzing and integrating production, trade, price, trends and other performance statistics on natural resources as well as on the quality of the environment for information and dissemination purposes; coordinating with the NEDA and other statistics agencies on the planning of census and gathering of statistics. It shall coordinate all statistical services in the various units and sectors of the Department and perform other functions that may be assigned by higher authority.

2.3.2 Environmental and Natural Resource Economics Division

The Environmental and Natural Resources Economics Division (ENRED) shall be responsible for developing economic tools and market-based instruments for effective and efficient environmental and natural resources management; conducting environmental and natural resources valuation and accounting studies; developing economic projections and reviews for planning and decision making purposes; undertaking monitoring and analysis of economic conditions and their implications on the environment and natural resources; identify investment problems and opportunities concerning the environment and

natural resources sector on both local national and international levels guided by the principles of sustainable development. It shall conduct continuing economic studies on the impact of global, regional and national development and trade policies on the environment and natural resources. It shall maintain a competent and effective linkages with other government agencies regarding economic affairs involving the environment and natural resources which directly affect the Department and its clientele and perform other related functions that may be assigned by higher authority.

Section 3. Staffing

In view of the realigned structure and redefined functions of the PPSEAO, a separate Order shall be issued by the Secretary for the, reconstitution of the staffing pattern for the two (2) interim divisions, namely: the Policy Review and Analysis Division (PRAD) and the Environmental and Natural Resource Economics Division, (ENRED). The realignment of staffing pattern shall be undertaken in accordance with their realigned functions and upon the recommendation of the Service Directors and Division Chief concerned.

There shall be no diminution of rank, salary and benefits, including Representation and Travelling Allowance (RATA), if any, of any personnel involved in this Order. The Assistant Secretary for PPSEAO shall, however, coordinate with the proper DENR offices and other concerned agencies for the upgrading and reclassification of positions in accordance with the reconfigured staffing pattern subject to the guidelines prescribed by the Department of Budget and Management (DBM) on the modified staffing pattern.

Section 4. Transfer of Personnel, Records, Properties, Equipment and Appropriations

In conformity with the reconfigured structure, orderly transfer of necessary personnel, records, properties, equipment and appropriations shall hereby be effected immediately. For the calendar year 2001 funds for the institutionalization of the reconfigured PPSEAO shall be incorporated in the proposed budget of the Department. Thereafter, the realigned services and divisions shall have their own budget incorporated in the yearly appropriation for the DENR.

Section 5. Transitory Provision

Pending the issuance of a separate Order for the reconstitution of the staffing pattern for the two (2) interim Divisions, all PPSO personnel shall continue to perform their respective duties and responsibilities until said order is issued.

Section 6. Repealing Clause

All Department Orders, Circulars, or Instructions inconsistent herewith are hereby repealed or amended accordingly.

Section 7. Effectivity

This Order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000 – 46
June 13, 2000

**SUBJECT : Guidelines On The Establishment
Of Regional Wildlife Rescue
Center**

Pursuant to Executive Order No. 192, Presidential Decree 705, as amended, and DENR Administrative Order No. 142 Series of 1989, and in order to ensure the well-being of abandoned, confiscated and/or donated wildlife under the custody of the Department of Environment and Natural Resources (DENR), the following guidelines on the establishment of a Regional Wildlife Rescue Center (RWRC) is hereby promulgated.

Section 1. Policy. It is the concern of the DENR to look after the welfare of confiscated, donated and/or abandoned living wild plants and animals.

Section 2. Objectives. The objectives in the establishment of the RWRC are:

- 2.1 To provide temporary and appropriate shelter for confiscated, donated and/or abandoned wild plants and animals;
- 2.2 To provide isolation and quarantine facilities for confiscated, donated and/or abandoned wild plants and animals; and,
- 2.3 To provide adequate care and maintenance for confiscated, donated and/or abandoned wild plants and animals with the ultimate objective of releasing/putting back to the natural habitats those which are fit to survive.

Section 3. Definition of Terms. As used in this Order, the following shall be construed as:

- 3.1 Abandoned - wild plants and animals intentionally left by keeper/owner (human) giving up responsibility for care and maintenance or left by “biological” parents (for animals)

- 3.2 Confiscated - wild plants and animals seized by the DENR personnel or turned over by other apprehending authorities
- 3.3 Designated Wildlife Rescue Center - recognized wildlife rescue center by the DENR
- 3.4 Donated - voluntary and unconditional giving up of ownership, and free of charge turn-over of wild plants and animals
- 3.5 Quarantine - wild plants and animals are kept in isolation to prevent spread or transmission of diseases
- 3.6 Rehabilitation - restoring the normal health of wild animals with previous injury or illness
- 3.7 Wildlife Rescue Center a temporary shelter and repository of injured, abandoned, donated, and/or confiscated wildlife for treatment, care and rehabilitation

Section 4. General Considerations. The establishment of RWRC is optional or depends on the need of the Regional Offices. In case the Regional Office shall establish a RWRC, the following should be considered:

4.1 Site Selection

- 4.1.1 It must **be located outside protected areas** to avoid transmission or spread of diseases to the free living wildlife population in the area. An exemption is made to the Ninoy Aquino Park and Wildlife Nature Center which is a man-made park.
- 4.1.2 It should only be established in areas where there are high confiscation records of flora and fauna.
- 4.1.3 It should be established in least human populated area to avoid possible disturbance and stress to wild animals. Prior clearance should be secured from the concerned local community.
- 4.1.4 The site should have continuous source/supply of water.

- 4.1.5 It should have access to animal source and animal clinic or hospital.
- 4.1.6 It should, be located at a significant distance away from nurseries or domestic animal farms such as poultry, piggery, cattle and the like, to prevent possible pest or disease transmission from wild to domestic and vice versa.
- 4.1.7 The size of the site must be spacious enough to accommodate the largest number of confiscated donated and abandoned wild fauna and flora. The Regional Office shall use as basis confiscation records for the past five years.

4.2. Basic facilities

- 4.2.1 Quarantine/Isolation Unit. For newly retrieved, donated, or confiscated animals which are not sick, injured or incapacitated.
- 4.2.2 Intensive Care Unit with 2 sections, namely:
 - (i) Rehabilitation Section - for sick, injured or wounded animals
 - (ii) Rearing Section - for incapacitated or young animals which are separated from the parents
- 4.2.3 Pre-release Enclosures. For animals transferred from the quarantine or intensive care unit
- 4.2.4 Clinic/Laboratory Unit. For monitoring animal health, it shall have areas for minor surgical operations, treatment, necropsy and basic laboratory procedure
- 4.2.5 Greenhouse/Nursery Unit. For retrieved, donated and confiscated plants.
- 4.2.6 Regional Wildlife Rescue Center Office with the following rooms/sections:
 - (i) for office staff

- (ii) for animal food preparation and food supplies
- (iii) for storage of other supplies and materials
- (iv) for quarters of animal caretakers
- (v) for personal hygiene and to control zoonotic (animal to man) and epizootic (man to animal) infections - comfort room and bathroom

4.3. Construction of basic facilities

- 4.3.1 The pre-release enclosures should be spacious to provide adequate movement for the wild animals. They should be structurally sound to contain the animals to which they are intended. They must protect the animals from adverse weather conditions such as severe heat or strong rain and wind. The materials to be used should blend with the natural environment. The use of lead paint and other harmful chemicals should be avoided.
- 4.3.2. Footbaths should be constructed/installed in all entrances of the enclosures.
- 4.3.3. The enclosures and nursery should be strategically located near the water source.
- 4.3.4. The enclosures should be designed that:
 - (i) animal wastes and food left-over can easily be cleaned
 - (ii) animals can easily be captured for regular check-ups
- 4.3.5. Septic tank for animal waste should be provided.

Section 5. Regional Wildlife Rescue Center Establishment Plan. The Regional Office shall submit a Regional Wildlife Rescue Plan, with the inclusion of a waste management system, to the Protected Areas and Wildlife Bureau for review and evaluation by the Wildlife Rescue Center Establishment Review committee to be created by the PAWB. In the preparation of the Plan, Section 4 shall be considered.

Section 6. Manpower Requirement. The minimum manpower requirement in the operation of the Regional Wildlife Rescue Center, which shall be under the supervision of the Protected Areas and Wildlife Division, are as follows:

- 6.1 In-charge of the Regional Wildlife Rescue Center
- 6.2 Veterinarian (resident or consultant)
- 6.3 Animal caretakers
- 6.4 Nursery caretakers
- 6.5 Clerk
- 6.6 Carpenter (optional)
- 6.7 Medical Technologist (optional)
- 6.8 Maintenance worker (optional)

Section 7. Existing RWRC and designated Wildlife Rescue Center. All existing RWRC and designated Wildlife Rescue Centers (WRC) shall be evaluated by the PAWB and concerned Regional Office based on the guidelines herein provided. RWRC which do not conform with the objectives and/or Section 4 of this guidelines shall either be renovated or phased out. In the case of designated WRC, the Memorandum of Agreement (MOA) shall be terminated.

In cases where a Regional Office could not establish its own WRC, it may recommend to the Secretary to enter into a MOA with a private individual or entity. The provisions of the MOA, shall include but not limited to the following:

- i) compliance with relevant provisions of this Order;
- ii) animals or plants turned-over by the Regional Office to the private individual or entity must not be used for display, exhibit or commercial purposes;
- iii) private individual or entity must not sell, exchange', donate and loan turned-over plants and animals;
- .iv) concerned Regional Office can only retrieve turned-over plants and animals for conservation or. scientific purposes and with letter of notification from the Regional Executive Director (RED);

- v) private individual or entity could not dispose or transfer turned-over plants and animals to another facility without the written approval from the concerned RED;
- vi) submission of quarterly reports by private individual or entity to include, among others, the following:
 - quantity and date of animals or plants turned-over
 - birth occurrence
 - quantity and date of animals or plants retrieved by the Regional Office
 - mortalities
- vii) conduct bi-annual monitoring by concerned Regional Office

Other terms and conditions, e.g. animal maintenance, provision of technical assistance, among others, as may be agreed by the Parties concerned shall be stipulated in the MOA.

The MOA shall have a duration of one year and renewable every year based on the recommendation of the Regional Office with the endorsement of PAWB to the Secretary for approval.

Section 8. Budget Allocation. The DENR Regional Office, after approval of the RWRC Establishment Plan by PAWB, shall prepare the budgetary requirement for its establishment as well as its five (5) year operation which shall be endorsed by the RED to the DENR Planning and Policy Studies Office for possible funding in the next fiscal and subsequent years.

Section 9. Effectivity and Repealing Clause. This Order takes effect immediately and amends, supersedes or revokes all Orders, Circulars, and Memoranda inconsistent herewith.

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

DENR Administrative Order
No. 2000- 47
June 20, 2000

SUBJECT : Constituting The Office Of The Assistant Secretary For Extension, Research And Development.

In the interest of the service and consistent with the policy of the Department to further strengthen its research and development capabilities to include extension services, an office for extension, research and development is hereby constituted to be headed by an Assistant Secretary and shall have the following functions:

1. Formulate and recommend an integrated extension, research and development framework plan (ERD Framework Plan) for the Department relating to the Philippine ecosystems and natural resources, as holistic and interdisciplinary fields of inquiry;
2. Coordinate with the Ecosystems Research and Development Bureau, Environmental Management Bureau (EMB), Mines and Geosciences Bureau (MGB) and all attached agencies of the DENR, i.e., National Mapping and Resource Information Authority (NAMRIA), Laguna Lake Development Authority (LLDA), and Natural Resources Development Corporation (NRDC) in the implementation of the ERD Framework Plan;
3. Coordinate, integrate and undertake, through ERDB, MGB, EMB, NAMRIA, LLDA, and NRDC all scientific and technical assistance including extension services in the research and development of technologies relevant to sustainable uses of the Philippine ecosystems and natural resources;
4. Develop a system of priorities for the allocation of resources to various technological research programs and in the evaluation of the effectiveness of the implementation of the integrated

- research and development program and extension services of the Department;
5. Maintain a network of linkages with the various research organizations/institutions at the international, regional and local levels to promote the generation, development, use and exchange of innovative technologies and systems for the sustainable development and management of the country's environment and natural resources;
 6. Review, formulate and recommend to the secretary, through the Undersecretary for Policy and Technical Services, policies on extension, research and development relating to improvements in R & D programs, extension. services, and information systems; and
 7. Perform such other functions as may be necessary to implement the stipulations contained in this Order, or as may be assigned by the Secretary.

The Office of the Assistant Secretary for Extension, Research and Development shall be placed under the Office of the Undersecretary for Policy and Technical Services and shall, in the implementation of the ERD Framework Plan, empower to enjoin the support of any national government agencies and bodies and local government units including the academe and private institutions in the performance of its functions.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000- 48
June 20, 2000

**SUBJECT : Transferring Time Supervision Of
All Offices Under The Office Of
The Assistant Secretary For Legal
Services**

In the interest of the service, the administrative control and direct supervision of all offices under the Office of the Assistant Secretary for Legal Services are hereby transferred to the Office of the Undersecretary for Legal Affairs, except the **Directorate for Intelligence and Special Tasks** and the **Task Force on Illegal Logging**, which shall receive instructions from and report directly to the Office of the Secretary. Such transfer shall include the transfer of functions, appropriations, funds, records, equipment, facilities, and personnel to the concerned offices.

This Order takes effect immediately and hereby amends/revokes all other previous orders and administrative issuances inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000-53
June 26, 2000**

**SUBJECT : Amendment To Administrative
Order No. 2000-48 Dated 20 June
2000**

In the interest of the service and to clarify provision of DAO 2000-48 particularly on transfer of personnel, Special Order No. 2000-540 dated 30 May 2000 shall remain in force.

This Order takes effect immediately and accordingly modifies DAO 2000-48. All other provisions of DAO 2000-48 shall remain in force.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000- 54
June 28, 2000**

**SUBJECT : Amendment To Section 10.2 Of
DENR Administrative Order No.
31, Series Of 1988**

The Board of Governors of the National Mapping and Resource Information Authority (NAMRIA) has unanimously approved, on motion duly made and seconded on the 13th day of April 2000, that Section 10.2 (under SECTION 10: TRANSITORY PROVISIONS) of DENR Administrative Order No. 31, series of 1988, be amended to read as follows:

10.2 In order to provide continuity In the judicious conduct of hydrographic, oceanographic - and geodetic surveys, the Commissioned and Enlisted Services of the BCGS shall be transferred to the NAMRIA. The Officers' Corps shall continue to be governed by extant laws, rules, and regulations on Commissioned Officers, embodied by RA 2057, RA 5534 and RA 5976, which shall continue to have operative effect until amended, modified or repealed. The Enlisted Personnel shall continue to be governed under the Exempt Service.

This Order is therefore issued to amend Section 10.2 of DENR Administrative Order No. 31, series of 1988, otherwise known as "Guidelines Implementing Executive Order No. 192, Dated 10 June 1987, With Respect to the Creation of the NAMRIA", to read as hereby stated by virtue of NAMRIA Board Resolution No. 2000-03, adopted on the 13th of April 2000.

All other provisions, rules and regulations of DAO No. 31, series of 1988, shall remain in effect until otherwise amended or repealed by the NAMRIA Board of Governors.

This Order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000- 58
July 14, 2000**

**SUBJECT : Policies And Guidelines Governing
The Implementation Of The
Transfer Of Administrative And
Financial Functions Of All
Bureaus To DENR Central Office**

In order to enhance the Department's responsiveness and efficiency in the delivery of services by streamlining processes, synchronization of activities and promote better coordination between Central Office and Bureaus, the administrative and financial functions of all Bureaus are transferred to the Central Office, thereby promulgating policies and guidelines in its implementation.

SECTION 1. PREFATORY STATEMENT/RATIONALE

As envisioned in the Medium-Term Philippine Development Plan (MTPDP) 1999-2004, all sectors shall ensure the sustainability of the development path which is anchored on growth with social equity. Government assistance should then be improved, through cost-effectiveness and competence, to strengthen the country's chances for sustained - growth over the medium-term, as well as in the future generations. Corollary to this DBM has issued Circular Letter No. 2000-4 prescribing guidelines in the modification of staffing pattern for FY 2001 primarily to strengthen the agency's priority programs, projects and activities which are aimed according to the MTPDP vision and mission.

In response and conformance to these objectives, the Department has to provide interventions or strategies to accelerate the delivery capacity of its Offices and Bureaus particularly through the integration of administrative and financial functions in the Central Office operations.

SECTION 2. OBJECTIVES

The unified action of Offices and personnel through relocation and transfer of certain functions shall streamline and harmonize Department operations to optimize the utilization of resources.

Specific objectives:

- 2.1 The update of guidelines and policy reformulation in administrative and financial matters shall ensure mechanisms for the prompt processing of documents and transactions to rationalize government expenditures and enforce fiscal discipline.
- 2.2 The initiation of systematic processes shall rationalize systems and procedures on administrative and financial transactions.
- 2.3 The establishment of new priorities on the staffing pattern shall strengthen priority programs, projects and activities in consonance with the MTPDP.

SECTION 3. COVERAGE

The following administrative and financial functions of all Bureaus shall be transferred to the Central Office to achieve concerted efforts and synergy in its integration process.

- 3.1 General Services
 - 3.1.1 Procurement
 - 3.1.2 Communication System
 - 3.1.3 Building and Ground Maintenance
 - 3.1.4 Security and Janitorial Services
 - 3.1.5 Motorpool
 - 3.1.5.1 Repair of Vehicles
 - 3.1.5.1.1 General Dispatch
 - 3.1.5.1.2 Assigned Vehicle
 - 3.1.5.2 Schedule of Travels for General Dispatch Vehicles

3.1.5.3 Assignment of Drivers for General Dispatch Vehicles

3.2 Records Management

3.2.1 Dissemination of Issuances

3.2.2 Reclassification of Incoming Communication

3.2.3 Certification/Photocopy of Non-current Records

3.2.4 Authentication of Official Documents

3.2.5 Safekeeping of Records

3.2.6 Mailing thru courier/messenger or delivering thru post

3.2.7 Disposition of Documents

3.2.8 General and Classified Documents

3.3 Medical and Dental Services

3.4 Human Resources Management Services

3.4.1 Trainings/Seminar/Workshops

3.4.2 Scholarships

3.4.3 Library

3.5 Budgeting

3.5.1 Preparation of Request for Obligation of Allotment (ROA)

3.6 Accounting

3.6.1 Obligation and assignment of Obligation Number

3.6.2 Preparation/signing of Certification of Availability of Funds (CAF)

3.6.3 Preparation of Financial Reports

3.7 Cashiering

3.7.1 Preparation of Checks/Advice of Checks Issued/Reports

SECTION 4. DELINEATION OF RESPONSIBILITIES AND FUNCTIONS

In order to fully Implement this Order, concerned Offices and personnel are mandated to perform specific functions. The roles and responsibilities that the respective personnel will undertake are defined to effectively pursue the directive in accordance with the established priorities of the Department, viz:

CENTRAL OFFICE (FOCAL PERSON)**BUREAU****4.1 Procurement**

<ul style="list-style-type: none"> ▪ Processing & filing of APP 	<ul style="list-style-type: none"> ▪ Preparation & approval of APP
<ul style="list-style-type: none"> ▪ Handling of the procurement of commonly used items except emergency purchases . 	
<ul style="list-style-type: none"> ▪ Numbering of RIV 	<ul style="list-style-type: none"> ▪ Processing and approval of RIV
<ul style="list-style-type: none"> ▪ Preparation & approval of PO/Contract based on Delegation of Authority (DA) 	
<ul style="list-style-type: none"> ▪ Recording & serving of PO/Contract 	
<ul style="list-style-type: none"> ▪ Receipt of deliveries by Supply Officer 	
<ul style="list-style-type: none"> ▪ Preparation of MR, SAS, WMR & DV 	
<ul style="list-style-type: none"> ▪ Approval of DV based on DA 	
<ul style="list-style-type: none"> ▪ Recording and control of Withdrawal Preparation of Withdrawal Slip (WS) 	<ul style="list-style-type: none"> ▪ Preparation of Withdrawal Slip
<ul style="list-style-type: none"> ▪ Approval of WS by GSD Chief 	

4.2 Repair of Vehicle

<ul style="list-style-type: none"> ▪ Determination of the scope of work and parts to be replaced 	
<ul style="list-style-type: none"> ▪ Signing of Request for Motor Vehicle Service/Repair by driver and Mechanic/ Chief, Motorpool Section 	<ul style="list-style-type: none"> ▪ Accomplishment & signing of Request for Motor Vehicle Service/Repair by end-user and Mechanic/ Chief, Motorpool Section
<ul style="list-style-type: none"> ▪ Preparation of RIV for general dispatch a vehicle 	<ul style="list-style-type: none"> ▪ Preparation of RIV for assigned vehicles

<ul style="list-style-type: none"> ▪ Conduct of inspection and signing of pre-repair inspection request by Inspector and Chairman, IPC, respectively 	
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4.3 Schedule of Travels

<ul style="list-style-type: none"> ▪ Preparation of Trip Tickets for general dispatch vehicles 	<ul style="list-style-type: none"> ▪ Preparation of Trip Tickets for assigned vehicles
<ul style="list-style-type: none"> ▪ Recording & submission of Trip Tickets to GSD Chief 	
<ul style="list-style-type: none"> ▪ Approval of Trip Ticket based on DA 	
<ul style="list-style-type: none"> ▪ Releasing of Trip Ticket to concerned Official 	

4.4 Records Management

<ul style="list-style-type: none"> ▪ Receiving & filing of issuances 	<ul style="list-style-type: none"> ▪ Releasing & dissemination of Issuances
<ul style="list-style-type: none"> ▪ Approval of Issuances by the Secretary 	
<ul style="list-style-type: none"> ▪ Receiving & filing of Incoming documents 	<ul style="list-style-type: none"> ▪ Classification & distribution of incoming documents
<ul style="list-style-type: none"> ▪ Sending of outgoing documents thru mail,, courier and messenger 	<ul style="list-style-type: none"> ▪ Receipt, classification and releasing of outgoing documents to Focal Person
<ul style="list-style-type: none"> ▪ Preparation, initialling, filing and releasing of request for authenticated, certified and photocopied documents 	<ul style="list-style-type: none"> ▪ Safekeeping of Permanent Records

4.5 Budgeting

<ul style="list-style-type: none"> ▪ Preparation and Initialling of ROA
<ul style="list-style-type: none"> ▪ Approval of ROA based on DA

4.6 Accounting

▪ Obligation and assignment of obligation no
▪ Preparation of CAF, remittances and certifications
▪ Journalizing, indexing and posting
▪ Preparation of Financial Reports
▪ Signing of financial documents

4.7 Cashiering

▪ Preparation of checks, advice of checks issued and cancelled, and other pertinent reports
▪ Signing of checks
▪ Countersigning of checks based on DA
▪ Indexing and releasing of checks

SECTION 5. GENERAL POLICIES

In consultation with all Bureaus, relevant issues and concerns were raised that necessitated policy formulation or reformulation, the result of which the following shall be pursued and adopted:

5.1 All administrative and financial functions circumscribed in Section 3 shall be under the overall direction of the Assistant Secretary for Management Services and the immediate supervision of the Administrative Service Director.

5.2 In line with the objectives of the MTPDP and DBM Circular No. 2000-4, all Bureaus shall maintain an adequate reduced workforce handling specific administrative and financial transactions as stipulated under Section 4.

5.3 There shall be ten (10) Focal Persons to be assigned to the Central Office mandated to perform functions specified in Section 4, and redeployed as follows:

5.3.1 General Services Division	-	3
5.3.2 Records Mgt. & Documentation Division	-	2
5.3.3 Accounting Division	-	2

5.3.4 Budget Division	-	1
5.3.5 Cashier Unit	-	2

- 5.4 Existing position titles or compensation shall be utilized in the initial redeployment and/or reassignment of personnel to Central Office and other Offices.
- 5.5 To support and complement the directives in this Order, the Bureau Director shall be assisted by two (2) Executive Assistant VI, who- will perform administrative and financial advisory and coordinative functions, coterminous with the Bureau Director.
- 5.6 All Bureaus shall be relocated to the DENR compound in order- to unify and harmonize operations and shall Immediately effect transfer upon the completion of office space /building.

SECTION 6. GUIDELINES

Guidelines define the operational strategy that govern the mechanics in the implementation of the transferred functions, as follows:

6.1 Procurement

- 6.1.1 The General Services Division (GSD) shall supervise the procurement of supplies, materials and equipment requirements of all Bureaus, except for Items that are emergency In nature which are urgently needed In the operation of the Offices.
- 6.1.2 Delivery of supplies and materials may be made directly to the Bureaus' stockroom provided that it is properly coordinated with the GSD and Inspection and Pre-acceptance Committee (IPC).
- 6.1.3 A Withdrawal Slip (Annex A) shall be used in withdrawing requisitioned supplies, materials and equipment.
- 6.1.4 To facilitate the processing of Disbursement Vouchers (DV), the Focal Person shall prepare and attach the Memorandum Receipt (MR), Supply Adjustment Sheet

(SAS) and Waste Material Report and all other pertinent supporting documents.

6.1.5 A common Pre-qualification Bids and Awards Committee (PBAC)/Bids and Awards Committee (BAC), IPC and Disposal Committee shall be created to handle procurement activities. There shall, however, be separate PBAC Secretariats or Technical Committees for Funds 101 and 102.

6.1.6 There shall be a weekly disposal of small items.

6.2 Communication System

6.2.1 Guidelines prescribing the usage and distribution of cellular phones under Memorandum Order Nos. 99-13 and 99-17 shall be enforced.

6.3 Security and Janitorial Services

6.3.1 All security and Janitorial services shall be centralized and contracted to only one agency each for said services.

6.4 Motorpool

6.4.1 Repair of Vehicles

6.4.1.1 The Mechanic at the Motorpool Section shall determine the scope of work to be undertaken and parts to be replaced in a certain-vehicle.

6.4.1.2 The IPC Inspector shall be responsible in ascertaining that repair of the vehicle is necessary.

6.4.1.3 The repair and maintenance expenses shall be charged to the owning agency.

6.4.2 Scheduling of Travels

6.4.2.1 The Focal Person will not prepare trip tickets unless supported by a Travel Order or Special Order of the requesting Official/Personnel.

6.4.2.2 The concerned Official of each Bureau, with assigned vehicle through Memorandum Receipts (MRs), shall prepare the trip ticket.

6.4.2.3 The preparation of trip tickets for general dispatch vehicles shall be the responsibility of the Focal Person.

- 6.4.2.4 The fuel consumption of each Bureau shall be allocated by the GSD on a weekly basis through coded gas coupons.
- 6.4.2.5 The owning agency shall be given priority to use its general dispatch vehicles. However, other Offices may use available vehicles provided that the Bureau Director concerned approves the request.
- 6.4.3 Assignment of Drivers
 - 6.4.3.1 For general dispatch vehicles, a particular vehicle shall be assigned to a driver in order to ensure proper maintenance.
- 6.5 Records Management
 - 6.5.1 The Records Officer, who will be retained in the Bureau, will be the custodian of Permanent Records to be kept in separate stockrooms for each Bureau.
 - 6.5.2 A common Disposal- Committee shall be created for the purpose of disposing non-current records.
 - 6.5.3 All issuances shall be cleared from the Office of the Secretary and numbered by the Records Management and Documentation Division (RMDD) In consonance with the Memorandum of the Secretary dated May 19, 2000. However, issuances on the designation of OICs within the Bureau In the absence of the Chiefs of Divisions/Offices, shall be approved and numbered by the Bureau concerned as per amended Manual of Approval.
 - 6.5.4 All Incoming communications addressed to the Secretary shall be handled by the RMDD, while those addressed to Bureau Directors/Officials shall, be forwarded directly to the concerned Bureau.
- 6.6 Medical and Dental Services
 - 6.6.1 The medical and dental services will be scheduled for all Offices/Bureaus but shall be flexible to accommodate emergency cases.
- 6.7 Human Resource Management Services
 - 6.7.1 As directed under Memorandum Circular No. 99-21, all training programs, seminars, workshops and other human

resource development activities shall be coordinated with the Human Resource Management Service for review, comments and recommendations.

SECTION 7. OPERATING PROCEDURES

Consistent with the general policies and the smooth implementation of guidelines, Flow Process Charts presented as Annexes B, C, D, and E shall be an integral part of this Order.

SECTION 8. STAFFING

In order to implement the purpose and intent of this Order, the staffing of Bureaus shall be modified and/or redefined in conformance with the delineated functions, policies and procedures outlined herein. As presented in Annexes F and G, the staffing pattern requirements are the retained and created position items in the Office of the Director and the Focal Persons assigned to concerned Offices, respectively. All other positions not mentioned herein shall be redeployed, reclassified or reassigned. to other Offices accordingly.

The staffing pattern modifications of all Bureaus, which shall cover only transfer of positions and reclassification/conversion of positions, shall be included in the proposed Budget for FY 2002. There shall be no diminution of salaries, allowances, or benefits of redeployed personnel. Moreover, funds for personnel compensation shall be charged to respective Bureaus' personal services until staffing modifications have been finalized.

SECTION 9. TRANSITORY PROVISIONS

All Bureaus are directed to align and/or modify its functions, operations, organization and procedures according to policies and guidelines stated herein.

The Personnel Management functions of the Bureaus shall be transferred to the Central Office upon completion or provision of a records space for personnel files or documents.

The reassignment or redeployment of concerned Bureau personnel to GSD shall be further defined under a separate Order.

SECTION 10. REPEALING AND EFFECTIVITY CLAUSES

This Order shall take effect immediately and previous issuances, or part thereof, inconsistent with the provisions of this Order are hereby amended or repealed accordingly.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000 - 59
July 14, 2000**

**SUBJECT : Amendments To The Manual Of
Approval Per Administrative
Order No. 2000-11**

In order to streamline and promote better coordination of the administrative and financial operations between Bureaus and DENR Central Office consonant to the staffing pattern modifications as per DBM Circular Letter No. 2000-4, the following provisions in Administrative Order No. 2000-11 dated 08 February 2000 are hereby amended:

SUBJECT: FINANCE			
TOPIC : DISBURSEMENT VOUCHER (DV)			
DESCRIP- TION	LIMITS OF AUTHO- RITY	RECOMMEN DING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
Bureau MOOE/CO	Up to P1.0M Above P1.0M to P5.0M Above P5.0M	Chief, GSD Chief, GSD Chief, GSD	FMS/Admin. Director ASEC MSO Secretary

SUBJECT: FINANCE			
TOPIC : REQUEST FOR OBLIGATION OF ALLOTMENT (ROA)			
DESCRIP-TION	LIMITS OF AUTHORITY	RECOMMEN DING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
Bureau MOOE/CO	- up to P100,000 - up to P500,000 - up to P5.0M - above P5.0M	Chief, Budget Division FMS, Director ASEC, MSO Secretary	Bureau Accountant Bureau Accountant Bureau Accountant Bureau Accountant

SUBJECT: FINANCE			
TOPIC : CHECKS			
DESCRIP- TION	LIMITS OF AUTHO- RITY	RECOMMEN DING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
Bureau	- Up to P1.0M	Bureau Cashier	FMS/Admin. Director
	- Above P1.0M to	Bureau Cashier	ASEC MSO
	- above P5.0M	Bureau Cashier	Secretary

<p>SUBJECT: FINANCE</p> <p>TOPIC : REQUISITION AND ISSUE VOUCHER (RIV)</p>			
<p>DESCRIP- TION</p>	<p>LIMITS OF AUTHO- RITY</p>	<p>RECOMMEN DING APPROVAL (Box A)</p>	<p>APPROVING AUTHORITY (Box C)</p>
<p>Bureau</p> <p>-Repair - Assigned vehicle</p> <p>- Gen. Dispatch Vehicle</p> <p>- Procurement</p>	<p>- Up to P0.5M</p> <p>- Up to P10.0M</p> <p>- Above P10.0M</p>	<p>End-user (Bureau)</p> <p>Chief, GSD</p> <p>Chief, GSD</p> <p>Chief, GSD</p> <p>End-user</p>	<p>Bureau Director</p> <p>Admin. Director ASEC, MSO</p> <p>Secretary</p> <p>Bureau Director</p>

SUBJECT: FINANCE			
TOPIC : PURCHASE ORDER (P.O.)			
DESCRIP- TION	LIMITS OF AUTHOR ITY	RECOMMEN DING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
Bureau	- Up to P1.0M	Bureau Accountant	Dir. Admin. Service
	- Up to P5.0M	Bureau Accountant	ASEC MSO
	- Above P5.0M	Bureau Accountant	Secretary

SUBJECT: ADMINISTRATIVE		
TOPIC : DESIGNATION OF OFFICERS-IN-CHARGE		
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY (Box C)
BUREAU Division Chief Level 5 days leave of absence/official travel	Assistant Director	Director
Exceeding 5 days of absence/official travel	Director	Secretary
Note: All issuance shall be cleared and numbered by the Office of the Secretary except for designation of Officers-in-Charge in the Bureaus that entails five days only.		

This Order takes effect immediately and all other provisions of Administrative Order No. 2000-11 consistent to this Order shall remain enforced.

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

DENR Administrative Order
No. 2000- 69
September 14, 2000

SUBJECT : The Land Administration and Management Project Establishment of the Project Management Office and the Prototype I Implementation Office

In the interest of the service and in preparation for the full scale implementation of the Land Administration and Management Project (LAMP), the following organizational and management arrangements are hereby reiterated and/or established:

1. Inter-Agency Coordinating Committee (IACC)

The Inter-Agency Coordinating Committee (IACC), created by virtue of Executive Order No. 129 dated July 24, 1999, is the policy making body for the LAMP and is responsible for its over-all implementation. The IACC is chaired by the DENR Secretary with the Department of Justice (DOJ) as Vice Chair and the most senior officials of the following agencies as members: Department of Finance (DoF), Department of Budget and Management (DBM), Department of Agrarian Reform (DAR), Department of Agriculture (DA), National Economic and Development Authority (NEDA), Department of the Interior and Local Government (DILG), Housing and Urban Development Coordinating Council (HUDCC), Public Estates Authority (PEA), League of Cities of the Philippines (LCP), League of Municipalities of the Philippines (LMP), League of Provinces of the Philippines (LPP).

2. Project Management Arrangements

The IACC has approved the following Project management arrangements:

LAND ADMINISTRATION AND MANAGEMENT PROJECT

Project Management Arrangements

Executive

Receives reporting on strategic achievements relevant to the Project and approves new strategic initiatives

Inter-Agency Coordinating Committee (IACC)

Sets policies and strategic directions

Project Management Office

(PMO)

DENR

**Prototype
Implementation Office
(PIOI / OSS)**

DENR-Region 8

Land Titling and
Administration

**Prototype
Implementation office
(PIO II /OSS)**

LRA

Land Records and
Information Management

3. Project Management Office (PMO)

A Project Management Office (PMO) is hereby created at the DENR Central Office under the Office of the Secretary. It shall be supervised by the Undersecretary for International Commitment and Local Government Affairs and managed by the Assistant Secretary for Local Government Affairs as concurrent LAMP Executive Director.

The Executive Director, who shall ensure the successful implementation of the Project, shall be assisted by two (2) Deputy Executive Directors (DED), one of whom shall be detailed by the DOJ-Land Registration Authority as DED for Registration and the other by the DENR-Lands Management Bureau as DED for Lands.

The PMO shall have three (3) functional units, namely: (i) Planning and Coordination Unit, responsible for Project activity plans, coordination of Project resources, public awareness campaigns and liaison with stakeholders; (ii) Support Services Unit, responsible for preparation of budgets, procurement, disbursements, other financial and administrative functions; and (iii) Monitoring and Evaluation Unit, responsible for monitoring, assessment and evaluation of prototype activities. The PMO shall be supported by full-time staff, either detailed from relevant IACC agencies or hired on a contractual basis.

The PMO may call on offices/units and officials/staff of the Department and its attached agencies for whatever assistance is required to ensure the successful implementation of the Project.

The PMO Organizational Chart is shown in Annex 1.

Functions and Responsibilities

The PMO shall provide the day-to-day management and control essential to ensuring the delivery of the outputs required from the

Project. To this end, the PMO shall have the following functions and responsibilities:

- a. Prepare the work and financial plans for the PMO;
- b. Organize and implement Project activities in accordance with the Project implementation plan;
- c. Consolidate the work and financial plans of the two Project Implementation Offices (PIOs) with those of the PMO and ensure the consistency of such plans with the Project implementation plan;
- d. Facilitate the integration and coordination of the Project with other projects and initiatives of the Government of the Philippines (GOP) which are related to land administration and management;
- e. Monitor progress of Project implementation against milestones and performance indicators established, identify bottle necks and implementation issues/problems and facilitate execution of agreed remedial actions;
- f. Manage and disburse Project funds in accordance with World Bank (WB) and GOP procedures;
- g. Establish linkages and coordination with other implementing entities involved in the Project (IACC, PIOs, etc.) to ensure successful implementation of the Project;
- h. Render reports to the IACC and the Project's funding agencies – the WB and the Australian Agency for International Development (AusAID) – on the Project's progress and bring to their attention implementation issues and problems requiring their action;
- i. Perform such other functions and duties as may be necessary to ensure the successful implementation of the Project.

4. Prototype Implementation Offices (PIOs)

The Prototype Implementation Offices (PIOs) will be responsible for the two (2) Project prototypes namely: Prototype I – Land Titling and Administration, to be implemented in six (6) municipalities in Leyte, and Prototype II – Land Records and Information Management, to be implemented in 5 barangays in the 2nd Congressional District of Quezon City. The Prototype I PIO shall be established and managed by DENR, while the Prototype II PIO shall be established and managed by LRA.

5. The Prototype Implementation Office for Prototype I (PIO I)

The PIO I is hereby created to be supervised by DENR-Region 8. The PIO I shall be managed by a Prototype Manager detailed from DENR-Region 8 who shall be assisted by an Assistant Prototype Manager detailed from the Department of Agrarian Reform (DAR)-Region 8.

The PIO shall have three (3) functional units, namely: (i) Planning and Coordination Unit, responsible for planning and coordination or prototype activities; (ii) Support Services Unit, responsible for the administrative functions; and (iii) Monitoring and Evaluation Unit, responsible for monitoring, assessment and evaluation of prototype activities. The PIO shall be supported by full-time staff, either detailed from relevant IACC agencies or hired on a contractual basis.

The Prototype Manager shall report directly to the Project Executive Director for supervision and guidance.

The PIO may call on the relevant offices/units and officials/staff of the Department and its attached agencies for whatever assistance is required to ensure the successful implementation of the Project.

The PIO I Organizational Chart is shown in Annex 2.

Functions and Responsibilities

The PIO I shall provide the day-to-day management and control essential to ensuring the delivery of the outputs required from Prototype I. To this end, the PIO I shall have the following functions and responsibilities:

- a. Prepare the prototype work and financial plan and ensure consistency of the plan with the Project implementation plan;
- b. Organize and implement prototype activities in accordance with the Project implementation plan
- c. Facilitate the integration and coordination of prototype activities with the Project;
- d. Monitor progress of prototype implementation against milestones and performance indicators established, identify bottle necks and implementation issues/problems and facilitate execution of agreed remedial actions;
- e. Manage and disburse prototype funds in accordance with WB and GOP procedures;
- f. Establish linkages and coordination with the PMO and other Project/prototype implementing entities to ensure successful implementation of the prototype;
- g. Render reports to the PMO and other implementing entities on the progress of the prototype and bring to their attention implementation issues and problems requiring their action;
- h. Perform such other functions and duties as may be necessary to ensure the successful implementation of the Prototype.

Until such time as the PIO I office is available, the Prototype Manager shall, with the assistance of the PMO, identify suitable and available temporary office space for the PIO I personnel to use to enable them to carry out the required pre-implementation activities.

Such supplemental guidelines as shall be necessary to facilitate the smooth implementation of the Project shall be issued as required and/or when the Project becomes fully operational.

This Order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

Recommending Approval:

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

(Sgd.) MYLENE G. ALBANO
Assistant Secretary for Local Government Affairs

**DENR Administrative Order
No. 2000- 70
September 22, 2000**

**SUBJECT : Suspension Of DENR
Administrative Order No. 2000-68
Dated 14 September 2000**

In the exigency and interest of the service implementation of DAO 2000-68 is hereby held in abeyance pending further review of its realigned functions consistent with the Executive Order 1028 provisions and the formulation of strategy relative to the strengthening and downloading of foreign and special projects to the bureaus.

This order takes effect immediately and amends all orders inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000 – 72
October 10, 2000

SUBJECT : Guidelines on the Conduct of CES Eligibility Assistance Activities for DENR Officials.

The Department is committed to professionalize the ranks of its executives especially those occupying Career Executive Service (CES) positions. Hence, it encourages these officials to endeavor for appointment to Career Executive Service Official (CESO) ranks.

Towards this end, the conduct of the CES eligibility assistance activities for DENR officials is hereby authorized and should be a regular activity of HRMS. These activities aim to facilitate the attainment by non-CES Officials of their CES ranks and to increase the pool of CES Eligibles in the Department.

A. Management Aptitude Test Battery (MATB) Review Class and Special Examination

This program aims to prepare these managers to be mentally fit and ready to take the MATB examinations which is the first step in qualifying for CES eligibility.

1. The priority participants of the review class shall be officials occupying CES positions, e.g. Undersecretaries, Assistant Secretaries, Bureau Directors and Assistant Directors, Service Directors, Regional Executive Directors (REDs), Assistant Regional Executive Directors (AREDs), MGB and EMB Regional Directors and Provincial Environment and Natural Resources Officers (PENROs). The Community Environment and Natural Resources Officers (CENROs) and the Division Chiefs may be allowed to take over slots reserved for CES incumbents if

the latter request for deferment of participation or express non-interest in taking the MATB examination.

2. Interested applicants shall be nominated in writing by the head of office who shall endorse said nomination to the Office of the Assistant Secretary for Management Services through the HRMS.
3. Expenses for the purpose shall be collectively shouldered by the examinees, chargeable against the funds of their respective offices, subject to the availability of funds and the usual accounting and auditing rules and regulations. The cost/amount shall be incorporated in the Special Order authorizing the attendance of the nominee in the particular review class.
4. Officials are allowed to charge their participation in the Review Class to their respective offices **only twice**. If the reviewee fails the MATB examination for the second time, he may apply directly to the Career Executive Service Board (CESB) to take the MATB Examination again, but he has to shoulder the transportation, travelling and other incidental expenses to be incurred.
5. The HRMS shall coordinate with the CESB for the conduct of special MATB examinations for DENR officials. Their attendance shall also be on official time.

B. Assessment of Managerial Capabilities and Potential/Assessment Center

The Assessment of Managerial Capability and Competence/Assessment Center (AC) consists of a battery of simulated management exercises required to qualify for the third stage. The MATB passers who are holding PENRO and non-CES positions are required to undergo the AC.

1. Qualified DENR officials shall be authorized to participate on official time in the Assessment Center (AC). However, officials who have been designated to CES positions shall be the priority participants.
2. Fifty percent (50%) of the cost of their participation in this CES examination stage shall be charged against HRMS funds. However, the transportation and travelling expenses shall be shouldered by the AC participants' respective offices.
3. Interested applicants shall be nominated in writing by the head of office who shall endorse said nomination to the Office of the Assistant Secretary for Management Services through the HRMS. The HRMS shall coordinate with the CESB the participation in the AC of the nominated officials.
4. Officials are allowed to charge their participation in the AC to their respective offices **only twice**. If the examinee fails the AC examination twice, he may apply directly to the Career Executive Service Board (CESB) to take the AC again. However, all expenses to be incurred from thereon shall be shouldered by the examinee.
5. The HRMS is hereby authorized to design and implement training programs on Leadership, Negotiation, Communication and Conflict Management to enhance the AC examinees chances of passing.

C. Validation of Managerial Capabilities

The validation of managerial capabilities shall be undertaken by the CESB through interviews with the examinee's superior, subordinates, some peers and some clients. AC passers and officials who have been appointed to CES positions are the participants in this examination stage.

1. The HRMS shall assist concerned DENR officials in the validation of their managerial capabilities. These officials are: (1) those who have been appointed to CES positions and have passed the MATB examination; and (2) those who are holding PENRO and non-CES positions who have passed the Assessment Center.
2. The HRMS assistance shall be in the form of scheduling with the CESB the availability of the examinee's superior, subordinates, peers and clients to be interviewed to determine the examinee's on-the-job performance. The HRMS personnel shall accompany interviewers to the field offices upon the request of the CESB.

D. Final Interview and Orientation to the Career Executive Service

The Final Interview shall be conducted by a member of the CES Board. The participants in this examination phase are those who have passed the validation stage. The Orientation to the Career Executive Service shall be given to those who have successfully hurdled the 4-stage CES Eligibility Examination.

1. The HRMS shall coordinate with the CESB the conduct of the final interview for those DENR officials who have passed the Validation process.
2. The attendance of the interviewee shall be on official time and the necessary transportation and travelling expenses shall be charged against his office's funds.
3. The attendance of those who passed the Final Interview to the Orientation to the Career Executive Service shall also be on official time with the necessary transportation and travelling expenses to be charged against their respective offices.

E. Endorsement to CESO Rank

The HRMS shall assist the CESB in the endorsement to CES ranks of those officials who have passed all stages of the CES Eligibility Examination.

1. The HRMS shall seek the assistance of pertinent offices in the issuance of clearances/certifications of no pending cases of the CESO candidate.
2. The HRMS shall draft the Secretary's endorsement letter for appointment of the CESO candidate to a CES rank. The HRMS shall submit the signed endorsement letter to the CESB.

F. CESPES

The Career Executive Service Performance Evaluation System (CESPES) is the periodic evaluation of the performance of the officials in the career executive service. The CESPES covers all officials, whether CESO/CES Eligible or not, occupying career executive service positions.

1. The HRMS shall assist the CESB in the conduct of the annual CESPES to evaluate the performance of the officials in the career executive service.
2. The HRMS shall facilitate the identification of superior and subordinates raters of the particular official. It shall be responsible for collating and submitting the accomplished CESPES forms to the CESB.
3. HRMS personnel shall accompany interviewers to the field offices.

Based on the foregoing, the HRMS-Management Development Division (MDD) shall also serve as repository of records/files on CES concerns.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000 – 77
November 06, 2000**

SUBJECT : Revising Certain Provision of DENR Administrative Order No. 96-15 and Other Local Scholarship Guidelines

Pursuant to Section 7(b) of Executive Order 192 and to extend assistance to local scholarship grantees, the provisions of DENR Administrative Order No. 96-15 pertaining to the following are hereby amended/revised as follows:

Section 1. This Order shall cover scholarship grantees who commenced their course programs in the First Semester, School Year 2000-2001 and thereafter.

Section 2. Financial Benefits

Financial Benefit	From	To
Monthly stipend	P 2,500.00 for undergraduate course grantees	P3,000.00
	P 3,000.00 for master's program grantees	P3,500.00
	P 3,000.00 for doctoral course grantees	P4,000.00
Book Allowance	P750.00 per semester and P300.00 per summer for undergraduate course grantees	P1,500.00/ semester and P700.00/ summer
	P1,000.00 per semester and P500.00 per summer for graduate and doctoral course students	P2,000.00/ semester and P1,000.00/ summer

Thesis/Research/ Dissertation Allowance	P7,000.00 for undergraduate course	P10,000.00
	P20,000.00 for master's course	P25,000.00
	P25,000.00 for doctoral course	P30,000.00

Section 3. Grade Requirement

	From	To
For undergraduate course grantees	2.5	2.5
For Master's scholarship grantees	1.75	2.0
For doctoral degree grantees	1.75	1.75

Section 4. The Local Scholarship and Service Obligation Contract attached as Annex A is hereby adopted as the legal instrument of the DENR Local Scholarship Program.

Section 5. The DENR Local and Foreign Scholarship Committee shall be composed of:

Assistant Secretary for Management Services	Chair
Assistant Secretary for Planning, Policy and Economic Affairs	Vice-Chair
Director, Human Resource Management Service	Member
Director, Legal Service	Member
Director, Special Concerns Office	Member

The Scholarship Committee may invite other officials to provide assistance in the performance of its functions and duties.

Section 6. This Order takes effect immediately and supersedes, modifies and/or revises all other orders, memoranda and/or circulars inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary

Recommended by:

(Sgd.) ADRIANO B. NAVA, JR., CESO II
Assistant Secretary for Management Services
and Chair, DENR Scholarship Committee

**DENR Administrative Order
No. 2000 – 84
November 20, 2000**

**SUBJECT : Revocation of DAO No. 99-23 Re:
Creation of a Procurement
Coordinating Staff (PCS)**

In the interest of the service and to further strengthen the procurement of goods and services under Bids and Awards Committee (BAC), the DENR Administrative Order No. 99-23 which created the Procurement Coordinating Staff (PCS) is hereby revoked. The dissolution of PCS is in view of lessening the organization layer that deals on said transaction and make BAC more efficient and effective in the disposition of its functions.

Related to this, the Assistant Secretary for Management Services who directly supervises the PCS shall identify the offices where the present staff could be reassigned for new tasks/responsibilities and subsequently issue a Special Order on this regard.

This Order shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000-86
December 06, 2000**

**SUBJECT : Redistricting of PENR and CENR
Offices in Region IX**

Pursuant to the objectives of DENR Administrative Order No. 99-14 dated 05 May 1999, providing for the redefinition of functions and realignments of administrative units in the regional and field offices, the management and supervision of the following provinces/cities/municipalities are hereby placed under the administrative jurisdiction of the respective DENR offices in Region IX and are hereby operationalized for purposes of this Order, to wit:

**OFFICE OF THE REGIONAL EXECUTIVE
DIRECTOR**

The Regional Executive Director shall exercise over-all supervision of the provinces of Zamboanga del Norte, Zamboanga del Sur, and Basilan and shall assume the functions of a Community Environment and Natural Resources Officer of CENRO Central of Zamboanga City.

PENR AND CENR OFFICES

The PENR Offices shall have direct supervision of all CENR Offices in the province and shall likewise assume the functions of a CENR Office in the municipalities indicated below.

OFFICE	LOCATION	BARANGAYS/COVERED	
Office of the	CENRO Central-	Sinunuc Capisan	Lumbangan Lunzuran

Regional Executive Director	Zamboanga City	Malagutay Cabatangan San Roque Calarian Baliwasan Pasonanca Tumaga Canelar Sto. Niño Tetuan Sta. Catalina Rio Hondo Mariki Kasanyangan Talon-talon Mampang Arena Blanco Putik Guiwan Boalan Zambowood Mercedes Taluksangay Talabaan Tictabon Manalipa Lumayang Culianan Pasobolong	Lumbayao Salaan Lanzones Guisao Cabaluay Cacao Lapacan Tolosa Busay Pasilmanta Landang Laum Landang Gua San Jose Cawa- Cawa Campo Islam San Jose Gusu Dulian-Upper Pasonanca Sta. Barbara Barangay Zone I Barangay Zone II Barangay Zone III Barangay Zone IV Sta. Maria Tugbungan Tumalutab Divisoria Camino Nuevo Pangapuyan Sta. Cruz Islands and Sinunuc Island
CENRO	East –	Licomo	Buonavista

	Curuan, Zamboanga City	Tictapul Vitali Tumitus Manguso Limaong Tigbalabag Tagpangi Sibulao Tagasilay Taguiti Muti Latuan Calabasa	Manicahan Quinipit Dita Lubigan Dulian-Upper Bunguiao Panubigan Bolong Bunguiao Lamisahan Sangali Victoria Curuan
CENRO	West-Ayala, Zamboanga City	Limpapa Labuan Patalon Sinubong San Ramon Talisayan Pamucutan	La Paz Tulungatong Baluno Cawit Maasin Recodo Ayala
ZAMBOANGA DEL NORTE			
PENRO	Dipolog	Dipolog	Dapitan
CENRO	Manukan	Manukan Katipunan Roxas	Jose Dalman Siayan Sindangan
CENRO	Piñan	Piñan Rizal Sibutad La Libertad	Mutia Polanco Sergio Osmeña, Sr.
CENRO	Liloy	Liloy Gutalac Labason Kalawit	Tampilisan Salug Godod Leon Postigo
Sub-station	Siocon	Siocon Baliguian	Sirawai Sibuco

ZAMBOANGA DEL SUR			
PENRO	Pagadian City	Pagadian City Labangan	Tukuran
CENRO	Molave	Molave Tambulig Dumingag	Mahayag Josefina Aurora
	Substation	Ramon Magsaysay Midsalip	Sominot
CENRO	Guipos	Guipos Dumalinao Dimataling Pitogo San Miguel V. Sagun Lakewood	Tigbao San Pablo Dinas Margosatubig Lapuyan Tabina
CENRO	Buug	Buug Bayog Kumalarang Diplahan Malangas Alicia	Imelda Payao Mabuhay Olutanga Siay Talusán
CENRO	Ipil	Ipil Kabasalan Naga	R.T. Lim Titay Tungawan
BASILAN PROVINCE			
PENRO	Basilan	All municipalities in the island of Basilan	

The Regional Executive Director, DENR Region IX, shall promulgate the guidelines in the smooth and efficient transfer of records, personnel, and properties and other accountabilities to the newly-operationalized offices under this Order.

All orders, memoranda, and circulars inconsistent herewith are hereby repealed and/or amended accordingly.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000-87
December 06, 2000**

**SUBJECT : Redistricting of PENR and CENR
Offices in Region VI.**

Pursuant to the objectives of DENR Administrative Order No. 99-14 dated 05 May 1999, providing for the redefinition of functions and realignments of administrative units in the regional and field offices, the management and supervision of the following provinces/cities/municipalities are hereby placed under the administrative jurisdiction of the respective DENR offices in Region VI and are hereby operationalized for purposes of this Order, to wit:

**OFFICE OF THE REGIONAL EXECUTIVE
DIRECTOR**

The Regional Executive Director shall exercise over-all supervision of the provinces of Aklan, Antique, Capiz, Guimaras, Iloilo, and Negros Occidental and shall assume the functions of a Community Environment and Natural Resources Officer in Iloilo City.

PENR AND CENR OFFICES

The PENR Offices shall have direct supervision of all CENR Offices in the province and shall likewise assume the functions of a CENR Office in the municipalities indicated below.

OFFICE	LOCATION	MUNICIPALITIES COVERED	
AKLAN			
PENRO	Kalibo	Kalibo Altavas Balete Banga	Makato Malay Malinao Nabas

		Batan Buruanga Ibajay Lezo Libacao	New Washington Numancia San Jose Tangalan Madalag
ANTIQUE			
PENRO	San Jose	Anini-y Belison Bugasong Hamtic Laua-an Patnongon	Tobias Fornier San Jose Valderama Sibalom San Remegio
CENRO	Culasi	Barbaza Tibiao Culasi Caluya	Sebaste Pandan Libertad
CAPIZ			
PENRO	Roxas City	Roxas City Maayon Panay Panit-an	Pilar Pres. Roxas Pontevedra
CENRO	Sigma	Sigma Cuartero Dao Dumalag Dumarao	Ivisan Jamindan Mambusao Sapian Tapaz
GUIMARAS			
PENRO	Jordan	Jordan Buenavista Nueva Valencia	San Lorenzo Sibunag
ILOILO			
PENRO	San Miguel	San Miguel Alimodian New Lucena Pavia	Sta. Barbara Zarraga Leganes Leon
CENRO	Guimbal	Guimbal	San Joaquin

		Igbaras Miag-ao Oton	Tigbauan Tubungan
CENRO	Janiuay	Janiuay Badiangan Bingawan Cabatuan Calinog	Lambunao Maasin Mina Pototan
CENRO	Barotac Nuevo	Barotac Nuevo Anilao Banate Dingle	Dueñas Dumangas Passi City San Enrique
CENRO	Sara	Sara Ajuy Balasan Barotac Viejo Batad Carles	Conception Estancia Lemry San Dionisio San Rafael
NEGROS OCCIDENTAL			
PENRO	Bacolod City		
CENRO	San Carlos City	San Carlos City Calatrava D.S. Benedicto	Escalante Toboso
CENRO	Cadiz City	Cadiz City Sagay City	Manapla
CENRO	Silay City	Silay City Talisay City Victorias City	E.B. Magalona Murcia
CENRO	Bago City	Bago City La Carlota City Pontevedra	Pulupandan San Enrique Valladolid
CENRO	Binalbagan	Binalbagan Himamaylan Hinigaran	Isabela La Castellana Moises Padilla
CENRO	Kabankalan City	Kabankalan City Candoni Cauayan	Hinobaan Ilog Sipalay

The Regional Executive Director, DENR Region VI, shall promulgate the guidelines in the smooth and efficient transfer of records, personnel, and properties and other accountabilities to the newly-operationalized offices under this Order.

All orders, memoranda, and circulars inconsistent herewith are hereby repealed and/or amended accordingly.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000-94
December 18, 2000

**SUBJECT : Redistricting of PENR and CENR
Offices in Region V**

Pursuant to the objectives of DENR Administrative Order No. 99-14 dated 05 May 1999, providing for the redefinition of functions and realignments of administrative units in the regional and field offices, the management and supervision of the following provinces/cities/municipalities are hereby placed under the administrative jurisdiction of the respective DENR offices in Region V and are hereby operationalized for purposes of this Order, to wit:

**OFFICE OF THE REGIONAL EXECUTIVE
DIRECTOR**

The Regional Executive Director shall exercise over-all supervision of the provinces of Albay, Camarines Norte, Camarines Sur, Masbate, Catanduanes, and Sorsogon and shall assume the functions of a Community Environment and Natural Resources Officer in the City of Legazpi and municipalities of Daraga, Camalig, Manito, and Rapu-Rapu.

PENR AND CENR OFFICES

The PENR Offices shall have direct supervision of all CENR Offices in the province and shall likewise assume the functions of a CENR Officer in the municipalities indicated below:

OFFICE	LOCATION	MUNICIPALITIES COVERED	
ALBAY			
PENRO	Tabaco	Tabaco Tiwi Malinao	Malilipot Bacacay Sto. Domingo

CENRO	Ligao	Ligao Guinobatan Jovellar Oas	Pio Duran Polangui Libon
CAMARINES NORTE			
PENRO	Daet	Daet Basud Mercedes	Talisay San Vicente Sta Elena
CENRO	Daet	Imelda Labo Paracale	Jose Panganiban Vinzons Capalonga
CAMARINES SUR			
PENRO	Naga City	Naga City Bombon Calabanga Camaligan Canaman	Gainza Magarao Milaor Ocampo Pili
CENRO	Sipocot	Cabusao Del Gallego Libmanan Lupi Minalabac Pamplona	Pasacao Ragay San Fernando Sipocot
CENRO	Goa	Goa Caramoan Garchitorena Lagonoy Presentacion	Sagnay San Jose Siruma Tigaon Tinambac
CENRO	Iriga City	Iriga City Baao Balatan Bato	Buhi Bula Nabua
MASBATE			
PENRO	Masbate	Masbate Aroroy Baleno Mobo	Milagros Balud Mandaon

CENRO	San Jacinto	Batuan Claveria Monreal	San Fernando San Jacinto San Pascual
CENRO	Dimasalang	Cataingan Cawayan Dimasalang Plaser	Esperanza Palanas Pio V. Corpuz Uson
CATANDUANES			
PENRO	Virac	Virac Bato	San Andres
CENRO	Virac	Bagamanoc Baras Caramoan Gigmoto Pandan	Panganiban San Miguel Viga
SORSOGON			
PENRO	Sorsogon	Bacon Casiguran Castilla Donsol	Magallanes Pilar Sorsogon
CENRO	Irosin	Barcelona Bulan Bulusan Gubat Irosin	Juban Matnog Prieto Diaz Sta. Magdalena

The Regional Executive Director, DENR Region V, shall promulgate the guidelines in the smooth and efficient transfer of records, personnel, and properties and other accountabilities to the newly-operationalized offices under this Order.

All orders, memoranda, and circulars inconsistent herewith are hereby repealed and/or amended accordingly.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000 - 95
December 18, 2000**

**SUBJECT : Redistricting of PENR and CENR
Offices in Region III**

Pursuant to the objectives of DENR Administrative Order No. 99-14 dated 05 May 1999, providing for the redefinition of functions and realignments of administrative units in the regional and field offices, the management and supervision of the following provinces/cities/municipalities are hereby placed under the administrative jurisdiction of the respective DENR offices in Region III and are hereby operationalized for purposes of this Order, to wit:

**OFFICE OF THE REGIONAL EXECUTIVE
DIRECTOR**

The Regional Executive Director shall exercise over-all supervision of the provinces of Zambales, Tarlac, Nueva Ecija, Pampanga, Bulacan, and Bataan and shall assume the functions of a Community Environment Officer (CENRO) in the municipalities of San Fernando, Bacolor, Mexico, Sta. Ana, and Arayat.

PENR AND CENR OFFICES

The PENR Offices have direct supervision of all CENR Offices in the province and shall likewise assume the functions of a CENR Office in the municipalities below.

OFFICE	LOCATION	MUNICIPALITIES COVERED	
ZAMBALES			
PENRO	Iba	Iba Botolan Cabangan	San Felipe San Narciso San Antonio

CENRO	Olongapo City	Olongapo Subic	Castillejos San Marcelino
CENRO	Masinloc	Masinloc Palauig	Candelaria Sta. Cruz
TARLAC			
PENRO	Tarlac City	Tarlac City San Jose	Gerona Victoria
CENRO	Capas	Capas Bamban	Conception La Paz
CENRO	Paniqui	Sta. Ignacia Pura Ramos Mayantoc San Clemente	Camiling Paniqui Anao Moncada San Manuel
NUEVA ECIJA			
PENRO	Palayan City	Cabanatuan City Sta. Rosa Palayan City Gen. Natividad	Bongabon Laur Gabaldon
CENRO	Talavera	Talavera Aliaga Zaragosa Licab Quezon	Sto. Domingo Guimba Nampicuan Cuyapo
CENRO	Muñoz	Muñoz Rizal Llanera Talugtug	Lupao San Jose Pantabangan Carranglan
CENRO	San Isidro	Gapan Gen. Tinio Penaranda San Leonardo	Jaen San Isidro Cabiao San Antonio
PAMPANGA			
PENRO	Floridablanca	Guagua	Sta. Rita

		Floridablanca Porac	Lubao Sasmuan
CENRO	Angeles City	Angeles City Mabalacat	Magalang
CENRO	San Fernando	San Fernando Bacolor Mexico	Sta. Ana Arayat
CENRO	Apalit	Apalit Candaba San Luis Sto. Tomas	San Simon Minalin Macabebe Masantol
BULACAN			
PENRO	Malolos	Malolos Hagonoy Paombong	Bulacan Calumpit Pulilan
CENRO	Guiguinto	Guiguinto Balagtas Bocaue Pandi	Plaridel Bustos Baliuag
CENRO	San Rafael	San Rafael Angat San Miguel Norzagaray	San Ildefonso Doña Remedios Trinidad
CENRO	Marilao	Marilao Obando Sta. Maria	Meycauayan San Jose del Monte
BATAAN			
PENRO	Balanga	Balanga Pilar Orion	Limay Bagac Mariveles
CENRO	Orani	Orani Samal Morong	Abucay Hermosa Dinalupihan

The Regional Executive Director, DENR Region III, shall promulgate the guidelines in the smooth and efficient transfer of records, personnel and properties and other accountabilities to the newly operationalized offices under this Order.

All orders, memoranda, and circulars inconsistent herewith are hereby repeated and/or amended accordingly.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000 - 96
December 18, 2000**

**SUBJECT : Redistricting Of PENR And
CENR Offices In Region XI**

Pursuant to the objectives of DENR Administrative Order No. 99-14 dated 05 May 1999, providing for the redefinition of functions and realignments of administrative units in the regional and field offices, the management and supervision of the following provinces/cities/municipalities are hereby placed under the administrative jurisdiction of the respective DENR offices in Region XI and are hereby operationalized for purposes of this Order, to wit:

OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR

The Regional Executive Director shall exercise over-all supervision of the provinces of Compostella Valley, Davao del Sur, Davao Oriental and Davao del Norte and shall absorb the functions of a Community Environment and Natural Resources Office in the first congressional district of Davao City covering the municipality of Poblacion.

PENR AND CENR OFFICES

The PENR Offices shall have direct supervision of all CENR Offices in the province and shall likewise assume the functions of a CENR Office in the municipalities indicated below.

OFFICE	LOCATION	MUNICIPALITIES COVERED	
COMPOSTELLA VALLEY			
PENRO	Nabunturan	Nabunturan Mawab	Laak/San Vicente
CENRO	Monkayo	Monkayo	Compostela

		New Bataan Montevista	Maragusan/ San Mariano
CENRO	Maco	Maco Mabini	Pantukan
DAVAO DEL SUR			
PENRO	Digos	Digos	Santa Cruz
CENRO	Bansalan	Bansalan Hagonoy Magsaysay	Matanao Padada
CENRO	Malalag	Malalag Malita Sulop	Kiblawan Sta. Maria
CENRO	Don Marcelino	Don Marcelino Jose Abad Santos	Balut and Sarangani Island
CENRO	Buhangin	Banawan Paquibato	Agdao Buhangin
CENRO	Talomo	Calinan Baguio Toril	Tugbok Marilog Talomo
DAVAO ORIENTAL			
PENRO	Mati	Mati	
CENRO	Baganga	Baganga Boston	Cateel
CENRO	Manay	Manay Tarragona	Caraga
CENRO	Lupon	Lupon San Isidro Banaybanay	Gov. Generoso
DAVAO PROVINCE (DAVAO DEL NORTE)			
PENRO	Tagum City	Tagum	
CENRO	Asuncion	Asuncion New Corella	Kapalong Talaingod
CENRO	Panabo	Panabo Carmen	Dujali Sto. Tomas

CENRO	Samal Island	Babak Peñaplata	Kaputian
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The Regional Executive Director, DENR Region XI, shall promulgate the guidelines in the smooth and efficient transfer of records, personnel, and properties and other accountabilities to the newly-operationalized offices under this Order.

All orders, memoranda, and circulars inconsistent herewith are hereby repealed and/or amended accordingly.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000 – 97
December 18, 2000**

**SUBJECT : Redistricting Of PENR And
CENR Offices In CARAGA
REGION**

Pursuant to the objectives of DENR Administrative Order No. 99-14 dated 05 May 1999, providing for the redefinition of functions and realignments of administrative units in the regional and field offices, the management and supervision of the following provinces/cities/municipalities are hereby placed under the administrative jurisdiction of the respective DENR offices in CARAGA region and are hereby operationalized for purposes of this Order, to wit:

OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR

The Regional Executive Director shall exercise over-all supervision of the provinces of Agusan del Norte, Agusan del Sur, Surigao del Norte, Surigao del Sur and shall assume the functions of a Community Environment and Natural Resources Officer in the municipality of Buenavista, Agusan del Norte.

PENR AND CENR OFFICES

The PENR Offices shall have direct supervision of all CENR Offices in the province and shall likewise assume the functions of a CENR Office in the municipalities indicated below.

OFFICE	LOCATION	MUNICIPALITIES COVERED	
AGUSAN DEL NORTE			
PENRO	Butuan City	Butuan City	
CENRO	Nasipit	Las Nieves	Carmen

		Remedios T. Romualdez	Nasipit
CENRO	Cabadbaran	Cabadbaran Magallanes Tubay	Jabonga Santiago Kitcharao
AGUSAN DEL SUR			
PENRO	Patin-ay, Prosperidad	Prosperidad	San Francisco
CENRO	Bayugan	Bayugan Sibagat	Esperanza
CENRO	Bunawan	Bunawan Rosario	Trento
CENRO	Talacogon	Talacogon San Luis	Lapaz
CENRO	Loreto	Loreto Santa Josefa	Veruela
SURIGAO DEL NORTE			
PENRO	Surigao City	Surigao City and municipalities within Dinagat Island	
CENRO	Dapa	Dapa Burgos Del Carmen General Luna Pilar	San Benito Sta. Monica San Isidro Socorro
CENRO	Sison	Sison Alegría Bacuag Claver Gigaquit Malimono	Mainit Placer San Francisco Tagana-an Tubod
SURIGAO DEL SUR			
PENRO	Tandag	Tandag	
CENRO	Tago	Tago Bayabas	Cagwait San Miguel
CENRO	Bislig	Bislig Tagbina Hinatuan	Lingig Barobo

CENRO	Cantilan	Cantilan Carrascal Madrid	Carmen Lanuza Cortes
CENRO	Liangá	Liangá Marihatag	San Agustin

The Regional Executive Director, DENR CARAGA Region, shall promulgate the guidelines in the smooth and efficient transfer of records, personnel, and properties and other accountabilities to the newly-operationalized offices under this Order.

All orders, memoranda, and circulars inconsistent herewith are hereby repealed and/or amended accordingly.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

DENR Administrative Order
No. 2000-100
Dec. 18, 2000

**SUBJECT : Redistricting Of PENR And
CENR Offices In Region VIII**

Pursuant to the objectives of DENR Administrative Order No. 99-14 dated 05 May 1999, providing for the redefinition of functions and realignments of administrative units in the regional and field offices, the management and supervision of the following provinces/cities/municipalities are hereby placed under the administrative jurisdiction of the respective DENR offices in Region VIII and are hereby operationalized for purposes of this Order, to wit:

OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR

The Regional Executive Director shall exercise overall supervision of the provinces of Leyte, Biliran, Southern Leyte Western Samar, Eastern, and Northern Samar, and shall absorb the functions of a Community Environment and Natural Resources Officer in the municipalities of Palo, Tanauan, Alang-Alang, San Miguel, Sta. Fe, Tolosa, Babatngon and the City of Tacloban.

PENR AND CENR OFFICES

The PENR Offices shall have direct supervision of all CENR Offices in the province and shall likewise assume the function of a CENR Office in the municipalities indicated below.

OFFICE	LOCATION	MUNICIPALITIES COVERED	
LEYTE			
PENRO	Tacloban City	Carigara Barugo Burauen	Julita La Paz Mayorga

		Capoocan Dagami Dulag Jaro	MacArthur Pastrana Tabon-tabon Tunga
CENRO	Villaba	Tabango Calubian Leyte	San Isidro Villaba
CENRO	Albuera	Albuera Ormoc City Isabel Matag-ob	Merida Palompon Kananga
CENRO	Baybay	Baybay Abuyog Bato Hilongos Hindang	Inopacan Javier Mahaplag Matalom
BILIRAN			
PENRO	Naval	Naval Culaba Maripipi Almeria	Calbiran Kawayan Cabucgayan Biliran
SOUTHERN LEYTE			
PENRO	Maasin	Macrohon	Maasin
CENRO	Sogod	Bontoc Malitbog Sogod Padre Burgos	Tomas Oppus Limasawa Libagon
CENRO	San Juan	San Juan Anahawan Hinunangan Hinundayan Pintuyan	St. Bernard San Francisco San Ricardo Silago Lilo-an
WESTERN SAMAR			
PENRO	Catbalogan	Catbalogan Motlong	Jiabong San Jose de Buan

CENRO	Calbayog City	Calbayog City Almagro Gandara Matuguinao Pagsangjan	San Jose Sta. Margarita Sto. Niño Tagapul-an Tarangnan
CENRO	Calbiga	Calbiga Basey Daram Hinabangan Marabut Pinabacdao	San Sebastian Sta. Rita Talalora Villareal Wright Zumaraga
EASTERN SAMAR			
PENRO	Borongan	Borongan	San Julian
CENRO	Borongan	Balangiga Balangkayan Giporlos Gen. MacArthur Guiuan Mercedes	Hernani Llorente Lawaan Maydolong Quinapondan Salcedo
CENRO	Dolores	Dolores San Policarpio Arteche Jipadpad Maslog	Oras Taft Can-avid Sulat
NORTHER SAMAR			
PENRO	Catarman	Catarman	
CENRO	Catarman	Allen Biri Bobon Capul Lavezares Lope de Vega Rosario	San Antonio San Jose San Isidro San Vicente Victoria Mondragon

CENRO	Pambujan	Pambujan Catubig San Roque Las Navas Laoang	Palapag Mapanas Gamay Lapinig Silvino Lobos
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The Regional Executive Director, DENR Region VIII shall promulgate the guidelines in the smooth and efficient transfer of records, personnel, and properties and other accountabilities to the newly-operationalized offices under this Order.

All orders, memoranda, and circulars inconsistent herewith are hereby repealed and/or amended accordingly.

This Order taken effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

**DENR Administrative Order
No. 2000 – 103
December 19, 2000**

**SUBJECT : Redistricting of PENR and CENR
Offices in Region VII**

Pursuant to the objectives of DENR Administrative Order No. 99-14 dated 05 May 1999, providing for the redefinition of functions and realignments of administrative units in the regional and field offices, the management and supervision of the following provinces/cities/municipalities are hereby placed under the administrative jurisdiction of the respective DENR offices in Region VII and are hereby operationalized for purposes of this Order, to wit:

OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR

The Regional Executive Director shall exercise over-all supervision of the provinces of Bohol, Cebu, Negros Oriental, Siquijor and shall assume the functions of a Community-Environment and Natural Resources Officer in Cebu City South District.

PENR AND CENR OFFICES

The PENR Offices shall have direct supervision of all CENR Offices in the province and shall likewise assume the functions of a CENR Office in the municipalities indicated below:

OFFICE	LOCATION	MUNICIPALITIES COVERED	
BOHOL			
PENRO	Tagbilaran	Albuquerque Antequera Baclayon Balilihan Calape	Daus Loon Maribojoc Panglao San Isidro

		Catigbian Corella Cortes	Sikatuna Tubigon
CENRO	Talibon	Clarín Bien Unido Buenavista Dagohoy Danao Inabanga Jatafe San Miguel	Pres. C.P. Garcia (Pitogo) Sagbayan Talibon Trinidad Ubay
CENRO	Loboc	Alicia Anda Candijay Batuan Bilar Carmen Dimiao Duero Garcia- Hernandez Jagna	Lila Loay Sevilla Sierra Bullones Valencia Guindulman Mabini Pilar
CEBU			
PENRO	Cebu City	Mandaue City Lapulapu City Liloan	Consolacion, Cordova

CENRO	Cebu City	Carcar Minglanilla Naga	San Fernando Sibonga Talisay
		Barangays of Cebu City North District	
		Adlaon Agsungot Apas	Lusaran Luz Mabini
		Bacayan Banilad Binaliw Budla-an Busay Cambinocot Camputhaw Capitol Site Carreta Central Proper Cogon-Ramos Day-as Ermita Guba Hipodromo Kalibian Kamagayan Kasabagan Lahug Lorega San Miguel	Mabolo Malubog Pahina Central Parian Paril Pit-os Pulang Bato Sambag I Sambag II San Antonio San Jose San Roque Santa Cruz Sirao T. Padilla Talamban Taptap Tejero (V. Gonzalo) Tinago Zapatera

CENRO	Argao	Argao Alcantara Alcoy Alegria Badian Boljoon Dalaguete Dumanjug	Ginatilan Malabuyoc Moalboal Oslob Ronda Samboan Santander
CENRO	Toledo	Toledo City Aloguinsan Asturias Balamban	Barili Pinamungahan Tuburan
CENRO	Carmen	Bantayan Bogo Daanbantayan Madridejos Medellin San Remigio Santa Fe Tabogon Tabuelan Danao	Borbon Carmen Catmon Compostella Lilo-an Pilar Poro San Francisco Sogod Tudela
NEGROS ORIENTAL			
PENRO	Bais	Bais Mabinay San Jose Sibulan	Amlan Pamplona Tanjay Dumaguete City
CENRO	Ayungon	Ayungon Canlaon City Bindoy Guihulngan	Manjuyod Tayasan Jimalalud La Libertad
CENRO	Siaton	Siaton Bacong Zamboanguita	Bayawan (Tulong) Santa Catalina

		Basay Dauin	Valencia (Luzurriaga)
SUQUIJOR			
PENRO	Larena	Siquijor Enrique Villanueva Larena	Lazi Maria San Juan

The Regional Executive Director, DENR Region VII, shall promulgate the guidelines in the smooth and efficient transfer of records, personnel, and properties and other accountabilities to the newly-operationalized offices under this Order.

All orders, memoranda, and circulars inconsistent herewith are hereby repealed and/or amended accordingly.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary