



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM ORDER

No. 2002 - 01

JAN 02 2002

SUBJECT : GUIDELINES ON WORK OFFSETTING/ COMPENSATORY SERVICE DAY-OFF

In line with the DENR's Program on Awards and Incentives for Service Excellence (PRAISE) per CSC MC No. 01, s. 2001 and CSC MC No. 14, s. 1999, and in recognition of the occasional need for employees to render services beyond office hours and to compensate for such services when commensurate overtime pay is not authorized, guidelines in the implementation of work offsetting/ compensatory day-off in all DENR offices nationwide are hereby established.

I. DEFINITION

Work offsetting or compensatory service day-off shall refer to the privilege allowing employees not to report for work for a period equivalent to the number of hours of unpaid services rendered.

II. COVERAGE

This privilege shall be applicable to all DENR employees with permanent, temporary, casual or contractual (Personal Services) appointments who have rendered unpaid services during Saturdays and declared non-working holidays.

III. GUIDELINES

1. Services rendered on Saturdays and declared non-working holidays shall be covered by a written order from the head of office.
2. Work offsetting/ compensatory service day-off can be taken on any day from Tuesday to Friday only, within one month when the unpaid services have been rendered.

3. No offsetting shall be allowed on Mondays to enable employees to participate in the weekly flag raising ceremony.
4. Prior to the offsetting/ day-off, the employee shall secure permission from his/ her immediate supervisor who shall ensure continuity of services in the office.
5. Offsetting/ day off reports shall be submitted/ known to the respective Personnel Division/ Section/ Unit chiefs for proper recording.

IV. PROHIBITION

Employees who are authorized to render overtime services with pay are not covered by this privilege, except when the activity attended was held outside the official station. Likewise, employees with issued travel order and are claiming *per diem* for said travel are neither covered by the subject privilege.

This Order takes effect immediately.



HEHERSON T. ALVAREZ
Secretary



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DENR MEMORANDUM ORDER
NO. 2002 - 01

JAN 24 2002

SUBJECT: REVOKING DENR SPECIAL ORDER NO. 2000-348 AND RATIONALIZING THE PROCESSING, EVALUATION/ VALIDATION OF IFMA APPLICATIONS, CDMP, IAOP AND RELATED FORESTRY DOCUMENTS.

In the interest of the service and in order to rationalize the processing, evaluation and validation of Integrated Forest Management Agreement (IFMA) applications, Comprehensive Development Management Plan (CDMP), Operations Plans (i.e. IAOP) and related forestry documents, DENR Special Order No. 2000-348 creating the Field Evaluation Team (FET) is hereby revoked.

Henceforth, all processing and evaluation of IFMA applications, CDMPs, Ops/IAOP shall follow the normal process, subject to existing guidelines. Specifically, all IFMA applications, CDMPs, OPs/IAOPs and related forestry documents shall be submitted to the concerned Community Environment and Natural Resources Office (CENRO) for recording and evaluation purposes. Thereafter, said documents shall be endorsed to the concerned Regional Office (ORED), through the respective Provincial Environment and Natural Resources Office (PENRO).

Primarily the conduct of review and validation of all IFMA applications, CDMPs, OPs/IAOPs and related forestry documents shall be done by the concerned Regional Office (ORED) subject to existing guidelines/procedures, with the assistance from the Forest Management Bureau (FMB).

The Regional Office shall, within 30 days from receipt of the concerned document endorse the same to the Undersecretary for Environment and Natural Resources Operations, who shall in turn review or may refer the same to the FMB and/or other concerned DENR offices for further evaluation, prior to his endorsement to the Secretary for final approval.

The ENR Operations office is hereby instructed to oversee the smooth implementation of this Order consistent with the Department's support to the President's recent SONA commitments, specifically on reducing/eradicating red tape within the bureaucracy.

Moreover, submission of fictitious and/or erroneous data/reports shall be dealt with accordingly.

FOR STRICT COMPLIANCE.


HEHERSON T. ALVAREZ
Secretary



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MEMORANDUM ORDER
NO. 2002- 03

FEB 07 2002

**SUBJECT : DESIGNATION OF THE UNDERSECRETARY FOR ENR,
LEGAL, LANDS AND INTERNATIONAL AFFAIRS AS THE
NATIONAL FOCAL POINT FOR THE PARTNERSHIP IN
ENVIRONMENTAL MANAGEMENT FOR THE SEAS OF EAST
ASIA (PEMSEA)**

In the interest of the service and consistent with Memorandum Order No. 2001-02, the Undersecretary for ENR, Legal, Lands and International Affairs shall directly supervise and serve as the National Focal Point for the Partnership in Environmental Management for the Seas of East Asia (PEMSEA). As such, he shall assume the relevant signing authorities pertaining to said program pursuant to DAO No. 2000-11. Moreover, all personnel under the PEMSEA shall report to the above Undersecretary for supervision.

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


MEHERON T. ALVAREZ
Secretary



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MEMORANDUM ORDER

2002 - 04

TO : All Employees

SUBJECT : **GUIDELINES REGARDING THE GRANTING OF THE
PRODUCTIVITY INCENTIVE BONUS (PIB)**

DATE : FEB 22 2002

In line with the Department's desire to reward the high achievers and send the right message to poor performers, we shall be implementing the graduated PIB.

Effective immediately, the following shall be the amounts of PIB that employees shall be receiving based on their last two (2) Performance Evaluation System (PES) ratings:

Outstanding	- P 3,000
Very Satisfactory	- 2,000
Satisfactory	- 1,000
Unsatisfactory	- None
Poor	- None

In cases of two (2) different PES ratings, the average of the corresponding two (2) amounts of PIB will be given. For instance, an employee who received an Outstanding and Very Satisfactory PES rating will be entitled to P2,500 PIB.

All Directors or higher officials in coordination with their respective Performance Evaluation Review Committees in the different offices shall be responsible in counterchecking the PES ratings of their staff especially those with extreme ratings (Outstanding, Unsatisfactory, Poor). They are advised to exercise their best judgement in giving final ratings in accordance with established standards. The names of those employees who receive Outstanding ratings shall be posted in the bulletin boards for the information of everyone.

This Order takes effect immediately and shall be applicable to performance ratings for CY 2001 and annually thereafter.


HEHERSON T. ALVAREZ
Secretary



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MEMORANDUM ORDER

No. 2002 - cr

SUBJECT : USE OF OFFICE EQUIPMENT

DATE : MAR 06 2002

This is to remind everyone that use of DENR office equipment is limited to the Department's officials and employees in the performance of their official duties and functions. Heads of offices, through their respective property custodians, are hereby instructed to strictly monitor the proper and judicious use of office equipment.

For strict compliance.


HEHERON T. ALVAREZ
Secretary



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MEMORANDUM ORDER
NO. 2002- 06

APR 01 2002

SUBJECT : CREATION OF THE FOCAL POINTS COORDINATION CENTER UNDER THE INTERNATIONAL ENVIRONMENTAL AFFAIRS OFFICE AND THE GEF OPERATIONAL FOCAL POINT

In the interest of the service and to strengthen the organizational set-up of the International Environmental Affairs Office (IEAO), the Focal Points Coordination Center (FPCC) is hereby created under the IEAO, with the following specific functions:

1. Initiate and maintain close relationships with international and regional organizations that assist or may assist the Philippines in implementing commitments arising from international or regional environmental agreements, conventions, conferences, protocols and the like;
2. Assist the GEF Operational Focal Point (OFP) in the evaluation, endorsement, approval and monitoring of project proposals for GEF funding;
3. Coordinate with the Foreign-Assisted and Special Projects Office (FASPO) and relevant Bureaus and agencies in the evaluation of project proposals for GEF funding to ensure that there is no policy inconsistency, duplication and conflict with other existing programs and projects of the DENR;
4. Coordinate with all the designated focal persons for international environmental commitments in the review of all international agreements, protocols and conventions involving environment and natural resources, including preparation of the DENR/Philippine position on such matters;
5. Assist in providing secretariat services for the GEF OFP and other focal centers;
6. Assist the DENR management in negotiations for GEF projects;
7. Review the Work and Financial Plans of programs and projects funded by the GEF;

8. Conduct periodic monitoring and evaluation of GEF projects; and
9. Recommend to the Undersecretary for Legal, Lands and International Affairs in coordination with the IEAO attendees or nominees to all international conferences, seminars, workshops, meetings and the like; and
10. Perform such other tasks assigned by the Undersecretary for Legal and International Affairs/GEF OFP that are necessary to accomplish the foregoing functions.

For the above purpose, the following are hereby designated, assigned and detailed to the FPCC:

1. Executive Coordinator – Representative from the Office of the Undersecretary for Legal, Lands and International Affairs/GEF OFP
2. Focal Points Coordinator – Ms. Lea Santiago
3. GEF Coordinator – Ms. Evelyn Juanillo

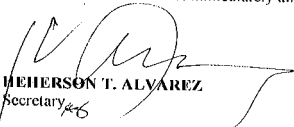
The above-personnel shall immediately clear themselves of all pending work and accountability from their current workstations and report to the GEF OFP Undersecretary for International Affairs for direct supervision and for their new assignments. The existing personnel of the IEAO shall act as the support staff for the FPCC, among other functions.

Moreover, FASPO's Ms. Ma. Lourdes Ferrer and Ms. Socorro Mallare are hereby directed and instructed to immediately clear themselves of all pending work, accountability and to turnover all papers/documents relating to the GEF to the FPCC. In view hereof, the GEF OFP is hereby authorized to appoint the DENR representative/s to the UNDP-GEF Small Grants Program National Steering and Project Committees in lieu of Ms. Ferrer.

Furthermore, all invitations relative to attendance to international conferences, seminars, workshops, meetings and the like shall be coursed through the IEAO/FPCC. Direct communications to, and acceptance of invitations from, any international organizations, bodies or entities for purposes of attending international conferences, seminars, workshops, meetings and the like are hereby disallowed unless coursed through the IEAO/FPCC. Any international travel as aforementioned, which has not been processed and/or endorsed by the IEAO/FPCC for approval of the Secretary or GEF OFP Undersecretary for International Affairs, let shall be deemed unauthorized and disapproved. Henceforth, all invitations sent directly to officials and concerned Bureaus shall be submitted to the IEAO/FPCC for evaluation, processing and endorsement.

Finally, all the designated focal persons for international environmental commitments shall report to the Undersecretary for International Affairs regularly or as often as may be necessary on the status of the Department's international commitments to also ensure effective coordination and supervision of, and expeditious action on, such matters. Initially, all the designated focal persons shall submit briefing kits on the specific international environmental commitment being handled by them to the concerned Undersecretary.

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



HEHERSON T. ALVAREZ

Secretary *26*



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MEMORANDUM ORDER
No. 2002- 07

APR 04 2002

SUBJECT: DENR PHYSICAL FITNESS AND SPORTS DEVELOPMENT PROGRAM FOR CALENDAR YEAR 2002.

In order to enhance personnel efficiency in the government service through the maintenance of the physical and mental well being of the employees, and in accordance with CSC MC No. 38, series of 1992, known as the "Physical and Mental Fitness Program for Government Personnel", the Department shall henceforth pursue, the following simultaneous athletic events from April 23 to May 31, 2002:

Inter-Bureaus/Attached Agencies (OSEC, ERDB, EMB, FMB, LMB, MGB, PAWB, NRDC, NAMRIA, LLDA)

Basketball (Men)	Volleyball (Men/Women)	Bowling (M/W)
Chess (M/W)	Lawn Tennis (M/W)	Marathon (M/W)
Darts (M/W)	Table Tennis (M/W)	

The Inter-Bureaus Sports Tournament games will be played on Tuesdays and Fridays from 4:00 p.m. to 6:00 p.m. and Saturdays from 9:00 a.m. to 12:00 p.m.

Inter-Offices (OSEC/HEA/ENRO, FMS, LEGAL/CARP, PLANNING, FASPO)

Basketball (Men)	Volleyball (Men/Women)	Bowling (M/W)
Chess (M/W)	Darts (M/W)	Billiards (M/W)

The Inter-Offices Sports Tournament games will be played on Wednesday and Thursday from 4:00 p.m. to 6:00 p.m.

The Regional Offices are likewise advised to conduct their own Sports Tournament in their respective regions for the period above stated.

Implementing guidelines on the conduct of sports events for the Inter-Bureaus and Inter-Offices shall be issued by the Assistant Secretary for Finance and Management Services.

To ensure success of the Sports Tournament, Undersecretaries, Assistant Secretaries, Regional Executive Directors, Bureau Directors, Service Directors, all Heads of Offices/Attached Agencies and other Officials concerned are hereby enjoined to give their full support and cooperation.

Funds for this purpose (modest uniforms and snacks for players) shall be charged against the respective Agency/office savings and GAD budget. Terminal reports from the regional/field offices (with three pictures) shall be submitted to the OSEC.

This Memorandum order shall take effect immediately.


HEHERSON T. ALVAREZ
Secretary

Let's Go Green



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM ORDER
No. 2002- 08

MAY 22 2002

SUBJECT : **AMENDMENT TO THE GUIDELINES ON THE USE OF
CELLULAR PHONES**

In recognition of the need to effectively use communication technology for DENR operations and manage the associated expenditures, the DENR Memorandum Order No. 2001-05 dated June 1, 2001, Prescribing Fiscal Discipline Measures, Item B. No. 3 is hereby amended as follows:

- *3. The monthly allowable schedule of fixed rates for post-paid subscription of cellular phones shall be as follows:

Official/Personnel	Rate per Month	Official/Personnel	Rate per Month
Bureau Directors	2,000	Deputy Project/Program Directors/ Sectoral Managers/ Asst. Directors	1,200
Service Directors	1,500	PENROs	1,000
REDs	1,800	CENROs	1,000
AREDs	1,200	Division Chiefs*	600
Project/Program Directors	1,500	Authorized Staff (OSEC, USEC & ASEC)**	1,000

* With regular field monitoring activities as approved by the Assistant Secretary for Finance and Management Services/Regional Executive Directors

**As recommended by the Head Executive Assistant and approved by the Secretary

The amount in excess of the allowed monthly rates shall be charged to the personal account of the concerned official through salary deduction.

Only one unit of cellular phones shall be allowed for each official. No officials and employees, aside from the listed above and those authorized OSEC, USEC and ASEC staff are allowed for post-paid subscription of cellular phones. Hence, unauthorized holders of cellular phones, and those officials who have been detailed, reassigned or transferred to another office must surrender their units to the GSD/Telecommunications Unit, otherwise, face disciplinary action that shall be filed against them.

Payments shall be charged against the fund allocation of respective office/division."

All other provisions of DENR Memorandum Order No. 2001-05 shall remain enforced.


HEHERSON T. ALVAREZ



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DENR MEMORANDUM
ORDER NO. 2002-09

AUG 14 2002

**SUBJECT : COVERAGE OF ADMINISTRATIVE ORDER
NO. 2002-18 AND THE DIWALWAL GOLD
RUSH AREA IN MT. DIWATA, MONKAYO,
COMPOSTELA VALLEY PROVINCE**

WHEREAS, Executive Order No. 192 mandates that the Department of Environment and Natural Resources (DENR) shall be the primary government agency responsible for the conservation, management, development and proper use of the country's environment and natural resources, as well as the licensing and regulation of all natural resources as may be provided for by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generations of Filipinos;

WHEREAS, Section 4 of Republic Act (R.A.) No. 7942, otherwise known as the Philippine Mining Act of 1995, provides that mineral resources are owned by the State and that the exploration, development, utilization and processing thereof shall be under its full control and supervision;

WHEREAS, Section 8 of R.A. No. 7942 also provides that the DENR shall be the primary agency responsible for the conservation, management, development and proper use of the State's mineral resources including those in reservations, watershed areas and lands of the public domain;

WHEREAS, the Diwalwal gold rush area in Mt. Diwalwal, Monkayo, Compostela Valley Province has been the site of unpermitted subsistence small-scale mining operations to labor-intensive medium-scale mining operations since 1983, involving thousands of miners, local entrepreneurs and service providers;

WHEREAS, Administrative Order No. 2002-18 was issued on 12 August 2002 "Declaring An Emergency Situation In the Diwalwal Gold Rush Area and Providing for Interim Guidelines To Address the Critical Environmental and Social Consequences Therein."

WHEREAS, there is a need to delineate the Diwalwal Gold Rush Area to determine the coverage of the effectivity and implementation of Administrative Order No. 2002-18 and to finally segregate the area exclusively for mining activities, mineral processing plants and common tailings disposal system.

NOW THEREFORE, foregoing premises considered, Administrative Order No. 2002-18 shall be effective and implemented in the Diwalwal Gold Rush Area as bounded by the following geographical coordinates:

Corner	Longitude	Latitude
1	126°08'	7°51'
2	126°13'	7°51'
3	126°13'	7°46'
4	126°08'	7°46'

with an area of Eight Thousand One Hundred (8,100) hectares, more or less as described in the attached map which is made an integral part of this Order.

The Diwalwal Gold Rush Area is hereby segregated exclusively for mining activities, mineral processing plants and common tailings disposal system as may be determined by the Mines and Geosciences Bureau.

No Integrated Forest Management Agreement (IFMA) or conversion into an IFMA or any other forest use instrument shall be granted or issued covering the Diwalwal Gold Rush Mining Area. The concerned Regional Director, Regional Executive Director as well as the Director of the Forest Management Bureau shall ensure that the Diwalwal Gold Rush Mining Area is excluded from any application or conversion of certain instruments into an IFMA or other forest use instrument and from the operation of any existing forest use instrument.

This Order shall take effect immediately.


MHERSON T. ALVAREZ
Secretary

AUG 14 2002



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MEMORANDUM ORDER

SEP 09 2002

No. 202-10

**SUBJECT: AUTHORIZATION OF CERTAIN DEPARTMENT PERSONNEL
TO UNDERTAKE SPECIFIC FUNCTIONS IN CONNECTION
WITH THE DIWALWAL DIRECT STATE DEVELOPMENT
PROJECT**

As an interim measure pending the full organization of the Natural Resources Development Corporation (NRDC) in the implementation of the mine management plan for the Diwalwal mining operations pursuant to Department of Environment and Natural Resources (DENR) Administrative Order No. 2002-18 and to avert loss of revenues by Government, the following authorities are hereby delegated for the guidance of all concerned:

Authority	Authorized Personnel
<p>1. Collect, secure/stockpile and cause the processing of gold ores representing the share of Government from the Diwalwal mining operations</p> <p>Receive payment from the sale of gold ores and deposit such payment to the designated depository bank/NRDC account in Davao City</p> <p>Document daily production and other movements of gold ores</p> <p>Hire/engage services of qualified technical personnel to monitor the full collection of Government's share from the Diwalwal mining operation</p>	<p>1. Technical Work Group created pursuant to DENR Special Order No. 2002-619</p> <p>Mines and Geosciences Bureau (MGB) personnel as designated by the MGB Director</p> <p>DENR Region XI personnel as designated by the Regional Executive Director and Environmental Management Bureau Regional Director concerned.</p> <p>NRDC personnel as designated by its President</p>

<p>Construct/rent a field office and quarters for the TWG and other assigned DENR/MGB personnel</p> <p>2. Disburse funds from the above NRDC account in connection with the implementation of the Diwalwal Direct State Development Project</p> <p>3. Hiring of qualified management group to be contracted for the following activities:</p> <ul style="list-style-type: none"> ➤ Assistance to NRDC in the preparation of all required documents in connection with the loan application with the Development Bank of the Philippines to finance the Project ➤ Preparation of Environmental Impact Assessment for the Diwalwal Mine Management Plan ➤ Formulation of systems and procedures for field monitoring and control in the collection of Government's share ➤ Regular audit of collection and disbursement of Government's share ➤ Financial and technical management of the construction and operation of the Mabatas tailings disposal system ➤ Project site development ➤ Assistance in the formulation of the Diwalwal Mine Management Plan 	<p>2. Regional Director of MGB Regional Office No. XI and counter-signatory NRDC Representative (upon clearance by the DENR Secretary and recommendation by the MGB Director)</p> <p>3. DENR Secretary</p>
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The MGB Director shall recommend the detailed guidelines in the implementation hereof for approval by the DENR Secretary.

This Order shall take effect immediately.



HEHERSON T. ALVAREZ

Secretary

SEP 09 2002



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MEMORANDUM ORDER
NO. 2002-11

SEP 16 2002

SUBJECT: GUIDELINES IN THE COLLECTION AND ALLOCATION OF SHARE OF THE NATURAL RESOURCES DEVELOPMENT CORPORATION AND SERVICE FEE OF SERVICE CONTRACTORS IN CONNECTION WITH THE DIWALWAL DIRECT STATE DEVELOPMENT PROJECT

Pursuant to the pertinent provisions of DENR Administrative Order (DAO) No. 2002-18 in re: *Declaring an Emergency Situation in the Diwalwal Gold Rush Area and Providing for Interim Guidelines to Address the Critical Environmental and Social Consequence Therein*, the following guidelines pertinent to the subject are hereby promulgated for the guidance of all concerned:

1. The fifteen per cent (15%) share of the DENR/Natural Resources Development Corporation (NRDC) from the gold ore produced from the Diwalwal Direct State Development Project and as provided under the pertinent service contracts between the DENR and the various groups of subsistence mine workers shall be allocated as follows:

PERCENTAGE	OBJECT	PARTICULARS
2	Excise Tax	Pertains to the Excise Tax for mineral products as provided for under the Revised National Internal Revenue Code.
1	Royalty to Indigenous Peoples concerned	Represents royalty payments for the rightful Indigenous Peoples/ Indigenous Cultural Community(ies) pursuant to the pertinent provisions of Republic Act No. 8371, to be held in escrow/trust until such time that the Certificates of Ancestral Land/Domain Title is/are issued.
5	Management Fee	Payment for NRDC's/DENR's services as implementor of the Diwalwal mine management plan.
1	LGU Environmental User's Fee	Pertains to the Environmental User's Fee imposed by the Local Government Unit(s).
5	Social Development and Environmental Protection Fund	To be utilized in the implementation of social development and management programs; environmental protection and rehabilitation activities, including repayment of loans for the Mabatas Tailings Dam facility.
1	Royalty for any vested rights	Represents royalty payments that may be due to any claimants who may later establish their vested rights in the area, the amount collected to be held in escrow/trust.

2. The service contractor for mineral processing/ball millers shall pay NRDC five per cent (5%) of the former's total income derived from charges made for the processing of ores: Provided, That in the case of Carbon-In-Pulp (CIP) plants in Diwalwal, each plant shall have a maximum capacity of fifteen (15) tons of gold ore per day and shall be equipped with desilting/settling pond(s). The TWG shall seek the assistance of the Philippine National Police (PNP) in ensuring that no CIP plant with a capacity of more than fifteen (15) tons per day shall operate in Diwalwal.
3. Consistent with the provisions of DENR Memorandum Order 2002-10 in re: *Authorization of Certain Department Personnel To Undertake Specific Functions In Connection With The Diwalwal Direct State Development Project*, in particular Item No. 1 thereof, the following DENR and NRDC personnel are hereby authorized to undertake the following functions:

<p>1. Engr. Juanito A. Juntilla, Jr. (DENR/MGB/TWG) and Mr. Raul C. Novilla (NRDC)</p>	<p>Collect, secure/stockpile and cause the processing of gold ores representing the share of Government;</p> <p>Document daily production and other movements of gold ores;</p> <p>Hire/engage the services of qualified technical personnel to monitor the full collection of Government's share.</p>
<p>2. OIC-RD Ma. Luisa L. Jacinto (DENR/MGB) and Mrs. Imelda V. Juson (NRDC)</p>	<p>Take custody of the Government's share of processed gold and deliver the same to the Bangko Sentral ng Pilipinas (BSP);</p> <p>Receive payment from the BSP for the sale of gold representing the Government's share and deposit such payment to the designated depository bank/NRDC account in Davao City;</p> <p>Enter into contract with legitimate mineral processors equipped with appropriate tailings disposal system for the processing of ores representing the Government's share.</p>

4. All financial transactions shall be in accordance with government accounting and auditing requirements.

This Order shall take effect immediately.


HEHERSON T. ALVAREZ
 Secretary

SEP 16 2002



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MEMORANDUM ORDER
No. 2002- 12

NOV 14 2002

SUBJECT. **Implementing cost-saving measures through the reuse / recycling of used computer parts, accessories and other IT equipment**

In the interest of the service and (a) in line with national government cost-saving initiatives due to severe budgetary constraints. (b) to comply with government directives on Information technology (E-Commerce Act, GISP), necessitating individuals / offices within agencies to have equitable access to computers and the Internet, (c) to provide computer access to DENR offices with no capital outlay for the purpose, and (d) to benefit from free open source software that runs even on old, considered-obsolete computers, the following measures shall be implemented to reuse / recommission computer parts and other IT equipment

1. Definition of Terms

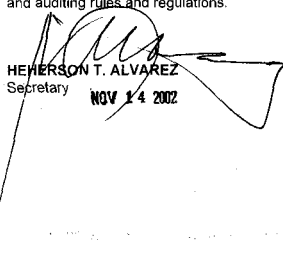
- a. "GSD / unit" pertains to the General Services Division (at the Central Office) and to the division, section or unit within each office primarily responsible for asset record-keeping and management
- b. "MIS unit" refers to the MISD (at the Central Office) and to the division, section or unit within each office primarily responsible for providing computer-related technical support
- c. computer "parts", "components" Of "peripherals:" refer to individual computer hardware components that are interchangeable and replaceable to restore or enhance the performance of a computing device. Examples include, but not limited to, video / audio cards, motherboards, CPUs, hard drives and memory chips
- d. "End-user" pertains to the office / office representative making the computer upgrade Or repair service request

2. Before pre-inspection of computer upgrading / repair service requests

- a. The end-user or GSD / unit shall notify the MIS unit concerned of the upgrading / repair service request
- b. The MIS unit concerned shall issue a certification indicating what specific computer parts (e.g CPU, motherboard, hard driver, audio / video cards, monitors, etc.) are for upgrading / replacement but still operational and what are unserviceable (for disposition)

- c The MIS unit shall conduct physical inspection and keep a detailed inventory of Individual computer parts identified in (a) indicating the unique identifier/s (e.g. serial no.), distinguishing characteristics, manufacture date, MR accountability, among others
 - d. Certification issued in (a) shall be an integral part of, and a basis for, the corresponding Request for Pre-Repair Inspection Issued by the Inspection Acceptance Committee
 - e Henceforth, no computer upgrading request shall be approved without said certification
- 3 Before end-user surrenders computer equipment / parts user to be certified / turned over as waste material
- a End-user shall turn-over the equipment / part to the MIS unit concerned.
 - b MIS unit shall (1) conduct the appropriate tests on the used equipment / part to determine usability, (2) act as custodian of the usable components, responsible for its proper storage, record-keeping, subsequent reuse or redistribution, (3) Implement relevant procedure for proper accountability and transparency, in accordance with accounting and auditing rules and regulations
 - c Parts determined to be Irreparably damaged or unserviceable shall be turned over to the GSD / Unit for proper disposition

This Order shall take effect immediately and may be amended to attain further efficiencies in the use of existing equipment and parts, subject to existing accounting and auditing rules and regulations.



HEWERTSON T. ALVAREZ
Secretary

NOV 14 2002