

**DENR Administrative Order  
No. 01  
Jan. 13, 1988**

**SUBJECT : Implementing Guidelines for the  
Reorganization of the Department of  
Environment and Natural Resources  
Pursuant to Executive Order No. 192.**

Pursuant to Executive Order No.192 reorganizing the Department of Natural Resources to the Department of Environment and Natural Resources (DENR), the following Implementing Guidelines are hereby promulgated to implement its intent in pooling all government agencies concerned with environment and natural resources into one organizational unit that shall provide efficient and effective managerial, scientific and technical expertise in the development and protection of the country's environment and natural resources.

**SECTION 1 - MANDATE**

The Department is 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 by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generations of the Filipinos.

**SECTION 2 - OBJECTIVES**

To accomplish its mandate, the DENR shall be guided by the following objectives that shall serve as bases for formulating policies and programs in delivering services.

- 2.1 Assure the availability and sustainability of the country's natural resources through judicious use and their systematic restoration or replacement, whenever possible;
- 2.2 Increase the productivity of natural resources in order to meet the demands for forest, mineral and land resources of a growing population in a manner consistent with environmental protection and enhancement.

- 2.3 Enhance the contribution of natural resources towards the achievement of national economic, political and social development, and ecological integrity;
- 2.4 Promote equitable access natural resources by the different sectors of the population;
- 2.5 Maintain a desirable level of environmental quality;
- 2.6 Conserve specific terrestrial and marine areas representative of the Philippine natural and cultural heritage for the present and future generations.

### **SECTION 3 - ORGANIZATIONAL PHILOSOPHY**

The DENR shall carry out its mandate by adhering to the highest standards of public service. For the DENR to take the lead in managing the country's environment and natural resources, its organizational units shall adhere to the principles of cohesiveness and complementation to deliver the required services, practicing high professional ethics, moral values and dedication to service.

### **SECTION 4 - ORGANIZATIONAL STRUCTURE**

The organizational structure of the DENR shall consist of the different offices and attached agencies as shown in Appendix I. The Chief Executive Officer of the DENR is the Secretary who has the authority and responsibility to carry out the mandates of the Department, discharge its powers, authorities and functions and accomplish its objectives. The Secretary shall be assisted by five (5) Undersecretaries, seven (7) Assistant Secretaries and other officers in the discharge of his functions.

The different organizational subdivisions and their major functional responsibilities are as follows:

#### **4.1 OFFICE OF THE SECRETARY**

##### **4.1.1 SPECIAL CONCERNS OFFICE**

The Special Concerns Office shall handle priority areas/subjects identified by the Secretary which necessitate

special and immediate attention. This office shall be composed of the following divisions:

#### 4.1.1.1 Socio-Political and Economic Studies Division.

The Socio-Political and Economic Studies Division shall conduct special studies focusing on the social, political and economic impact/implications/ consequences of the policies, plans, programs, projects and activities of the other units of the Department; provide staff support on ad hoc studies on current issues which directly affect the Department and its clientele and perform other related functions that may be assigned by higher authority.

#### 4.1.1.2 Special Actions and Investigation Division

The Special Actions and Investigation Division shall conduct special and immediate operations as directed by the Secretary as well as undertake special investigations and/or missions for the Secretary and/or the Director in response to complaints arising from non-compliance with or non-enforcement of laws, rules and regulations either by DENR personnel, individuals or groups of people involved in DENR activities. It shall, in coordination with appropriate DENR Legal offices, pursue the filing of appropriate criminal and/or administrative cases as called for and perform other related functions that may be assigned by higher authority.

#### 4.1.1.3 Indigenous Community Affairs Division.

The Indigenous Community Affairs Division shall be responsible for advising the Secretary and the Director on policies, programs and thrusts of the Department relative to indigenous cultural communities. It shall provide support and assistance to specific and special tribal groups in response to requests, demands, plans and programs affecting these communities; monitor on-going projects and evaluate proposed programs in these communities; act on complaints and petitions filed by

members of these communities and shall field investigation teams to the areas concerned, in coordination with the field Operations and perform other related functions that may be assigned by higher authority.

#### 4.1.2 **PUBLIC AFFAIRS OFFICE**

The Public Affairs Office shall serve as the public information arm of the Department and shall be responsible for disseminating information on environment and natural resources development policies, plans, programs and projects, and respond to public queries on these concerns. This office shall be composed mainly of the following divisions:

##### 4.1.2.1 Research and Development Communication Division

The Research and Development Communication Division shall coordinate the implementation of development communication activities of the department; produce and disseminate appropriate print and audio-visual materials including farm-and-school-on-the-air radio programs; provide information assistance in the implementation of special projects, events and assignments; conduct communications research, surveys and studies designed to improve information management by the Department; prepare, develop and recommend policies and guidelines on communication, media relations, development communication and other related activities; coordinate and supervise the planning and implementation of all communication activities of the DENR, its Bureaus and Field Operations, as well as those of the attached agencies. It shall also provide archiving and library services and perform other related functions that may be assigned by higher authority.

##### 4.1.2.1 Public Information Division.

The Public Information Division shall prepare all public statements of the Secretary, except for speeches;

coordinate or manage all public appearances of the Secretary and other key officials; set up and manage DENR's nation-wide media relations network and related activities; and disseminate and provide access to information of general interest, and perform other related functions that may be assigned by higher authority.

#### **4.1.3 POLLUTION ADJUDICATION BOARD.**

The Pollution Adjudication Board shall assume the powers and functions of the National Pollution Control Commission with respect to the adjudication of pollution cases under Republic Act No. 3931 and Presidential Decree No. 984.

The Board shall be composed of the Secretary as Chairman, two (2) Undersecretaries as may be designated by the Secretary, the Director of the Environmental Management Bureau and three (3) others to be designated by the DENR Secretary as members. It shall have a Secretary who shall be designated by the Board.

### **4.2 OFFICE OF THE UNDERSECRETARIES**

#### **4.2.1 NATURAL RESOURCES MANAGEMENT OFFICE.**

The Natural Resources Management Office shall be headed by an Undersecretary who shall assist and advise the Secretary on the promulgation of all office orders, rules and regulations related to natural resources management and development; recommend policies and standards for effective and efficient natural resources management operation of the Department, consistent with national programs related to natural resources; exercise supervision and control over the functions and activities of the bureaus and offices in the Department with regard to natural resources concerns, as may be delegated by the Secretary, and perform other related functions that the Secretary may assign. This office shall exercise supervision over the following staff bureaus:

##### **4.2.1.1 FOREST MANAGEMENT BUREAU**

The Forest Management Bureau shall be responsible for formulating and recommending policies and/or programs for the

effective protection, development, occupancy, management and conservation of forest lands and watersheds; advising the Field Operations on the implementation of the above policies and/or programs; developing plans, programs, operating standards and administrative measures to promote effectiveness in forest management and assisting in the monitoring and evaluation of forestry and watershed development projects. It shall advise the Secretary, through the Undersecretary for Natural Resources Management on matters involving forest development and conservation.

The Forest Management Bureau shall be composed of the following division:

#### 4.2.1.1.1 Reforestation Division

The Reforestation Division shall be responsible for formulating and recommending policies and guidelines for the identification, establishment, development, maintenance and protection of all reforestation areas including industrial forest plantations; developing the national reforestation plans and programs in and recommending policies and guidelines for the conduct of forest tree improvement programs and soil analyses. It shall develop guidelines and criteria for the evaluation of reforestation projects; recommend policies and guidelines for active public participation in reforestation and perform other related functions that may be assigned by higher authority.

#### 4.2.1.1.2 Natural Forest Management Division.

The Natural Forest Management Division shall be responsible for formulating and recommending policies and guidelines for the management, development, utilization and protection of the natural forests; developing guidelines for the preparation, implementation and evaluation of forest management plans; formulating guidelines in the issuance of forest licenses, leases or permits except grazing, wildlife and forest occupancy leases or permits; preparing policies and guidelines for

the establishment of forest products processing plants; providing guidelines for the conduct of Timber Stand Improvement (TSI) and other silvicultural practices. It shall recommend policies and guidelines in the inventory of forest resources and maintain timber and non-timber data banks; recommend guidelines and criteria for the performance evaluation of forest users; recommend standards for the classification, measurement, grading and assessment of forest products; develop guidelines for equitable access to the utilization of forest resources; and perform other related functions that may be assigned by higher authority.

#### 4.2.1.1.3 Social Forestry Division

The Social Forestry Division shall be responsible for formulating and recommending policies and guidelines for the establishment, development and maintenance of social forestry and other community-based upland development projects and activities; recommending guidelines for the issuance of Certificates of Stewardship Contracts (CSC), Communal Forest Leases (CFL) and other forest land tenurial arrangements and recommending guidelines for packaging and disseminating appropriate agroforestry/forestry technologies and other livelihood enterprises for upland communities. It shall design strategies to promote people's participation in the implementation of upland development programs and projects; recommend and develop guidelines and criteria for the evaluation of the Integrated Social Forestry (ISF) Program and other upland development projects and perform other related functions that may be assigned by higher authority.

#### 4.2.1.1.4 Forestland Uses Division

The Forestland Uses Division shall be responsible for formulating and recommending policies and guidelines for the proper conservation, management and protection of range land;

recommending policies and programs for effective sub-classification of forestlands, issuance of permits, preparation of development plans for grazing, industrial forest plantation, tree farms, agro-forest farms and other special uses and for the establishment and maintenance of forest seed production areas. It shall recommend guidelines for the evaluation of performance of range, industrial forest plantation, tree farm, agro-forest farm and other special use lessees and permittees and perform other related functions that may be assigned by higher authority.

#### 4.2.1.1.5 Forest Economics Division

The Forest Economics Division shall undertake studies on the economics of forestry and forest-based industries, including supply and demand trends on the local, national and international levels; identify investment problems and opportunities in various areas; maintain a forest resources data bank; identify critical areas for development and new technologies that could be acquired/transferred and perform other related functions that may be assigned by higher authority.

#### 4.2.1.1.6 Planning and Project Management Services Division

The Planning and Project Management Services Division shall be responsible for developing guidelines for the preparation of short/medium/long-term development plans and projects following the principle of multiple-use and sustained yield forest management; developing and recommending standard for the evaluation of forestry development projects and performance of forest users. It shall provide assistance to Field Operations in the preparation and evaluation of operations plans and projects in forest management and perform other related functions that may assigned by higher authority.

#### 4.2.1.1.7 Legal Division



In close coordination with the Legal Affairs and Management Services Office, the Legal Division shall provide legal counsel and assistance concerning the interpretation, application and/or promulgation of forest resources development laws, rules and regulations; appear in courts and administrative bodies in behalf of the Secretary and/or Director, and other personnel of the Department and/or Bureau in cases arising from the lawful discharge of, or cases related to, the functions of their office; assist the regional legal divisions in resolving complex legal problems involving forestry matters; recommend, in coordination with other organizational units of the Department, the formulation of, and amendments to policies, laws, rules and regulation and perform other related functions that may be assigned by higher authority.

#### 4.2.1.1.8 Finance Division : Administrative Division

The Forest Management Bureau shall maintain a Finance Division and an Administrative Division, the staffing of which shall be limited but sufficient to service the financial and administrative support needs of the Bureau. These divisions shall operate in close coordination with the Legal Affairs and Management Services Office.

#### 4.2.1.2 **Land Management Bureau.**

The Land Management Bureau shall be responsible for formulating and recommending policies and programs for efficient and effective administration, survey, management and disposition of alienable or disposable lands of the public domain and other lands outside the responsibility of other government agencies. It shall advise the Field Operations on the efficient and effective implementation of policies, programs and projects for more effective public lands management and issue standards, guidelines, regulations and orders towards the optimal development and utilization of land resources. It shall advise the Secretary, through the Undersecretary for Natural Resources Management, on matters involving land management and implementation of the Public Land Act.

The Land Management Bureau shall be composed of the following divisions:

#### 4.2.1.2.1 Geodetic Surveys Division

The Geodetic Surveys Division shall be responsible for developing and recommending standards, techniques, methods and procedures of executing and approving land surveys; establishing and maintaining survey control network systems to ensure accuracy of land surveys. It shall study, develop and recommend technical plans and programs for survey activities and follow-up current developments on survey records and techniques; undertake continuous review and revision of the manual of land survey in the Philippines; publish technical papers and perform other functions that may be assigned by higher authority.

#### 4.2.1.2.2 Land Utilization and Disposition Division

The Land Utilization and Disposition Division shall be responsible for formulating and recommending policies and programs for the sound management and disposition of alienable lands of the public domain, friar lands and other private lands under the administration of the Department of Environment and Natural Resources, as well as guidelines on land use and classification and in performing other functions that may be assigned by higher authority.

#### 4.2.1.2.3 Legal Division

In close coordination with the Legal Affairs and Management Services Office, the Legal Division shall be responsible for providing legal advise and assistance concerning the interpretation, application and promulgation of public land laws, rules and regulations; appearing in courts and administrative bodies in behalf of the Secretary or the Director and other personnel of the Bureau in cases arising from the lawful discharge of, or

cases related to, the functions of their office; studying and recommending new policies or legislative proposals on public land management and performing other functions that may be assigned by higher authority.

#### 4.2.1.2.4 Records Management Division

The Records Management Division shall take charge of the custody and management of all central records and basic data and maps of all private and public lands surveyed and assist the Field Operations in setting up sound records management systems for land records, survey data and maps and of all disposable or alienable lands and perform other related functions that may be assigned by higher authority.

#### 4.2.1.2.5 Planning & Project Management Services Division

The Planning and Project Management Services Division shall assist in the formulation of land management plans and programs; packaging developmental projects on land use and management; monitoring and evaluation of activities relating to land surveys and management of alienable or disposable public lands and other lands of the government not placed under the control or jurisdiction or administration of any other government agency and perform other related functions that may be assigned by higher authority.

#### 4.2.1.2.6 Finance Division : Administrative Division

The Land Management Bureau shall maintain a Finance Division and an Administrative Division, the staffing of which shall be limited but sufficient to service the financial and administrative support needs of the Bureau. These divisions shall operate in close coordination with the Legal Affairs and Management Services Office.

### 4.2.1.3 MINES AND GEO-SCIENCES BUREAU

The Mines and Geo-Sciences Bureau shall be responsible for formulating and recommending policies, regulations and programs pertaining to mineral resources development and geology; advising the Secretary thru the Undersecretary for Natural Resources on the granting of mining rights and contracts over areas containing metallic and non-metallic natural resources; advising the Field Operations on the effective implementation of mineral development and conservation programs as well as geological surveys. It shall develop and formulate standards and operating procedures on mineral resources development and geology.

The Mines and Geo-Sciences Bureau shall be composed of the following divisions:

#### 4.2.1.3.1 Lands Geology Division

The Lands Geology Division shall be responsible for formulating and recommending policies, programs and projects relative to the conduct of basic geological surveys on an inter-regional and national scale; assisting the various offices in the generation of synthesized geologic, tectonic, metallogenic, large-scale geologic, geo-hazard, hydrogeologic, geochemical maps, data and reports on a regional and national scale and in providing the same to various end-users; developing and updating national geological standards and nomenclatures, techniques and procedures in the conduct of basic geological surveys, including the packaging of the technology and outputs thereof. It shall coordinate with foreign organizations in the formulation and conduct of interregional, and international geological research activities; maintain and operate a petrological, mineralogical, geochronological, and petrochemical laboratory; conduct interregional and international geological research activities and perform other related functions that may be assigned by higher authority.

#### 4.2.1.3.2 Mines Technology Division

The Mines Technology Division shall undertake exploration of mineral deposits; conduct economic evaluation mining project; develop and package mining technologies, including the provision of mining technology services; formulate a national mine scheduling program; apply geostastical techniques in the estimation of reserves and perform other related functions that may be assigned by higher authority.

#### 4.2.1.3.3 Metallurgical Technology Division

The Metallurgical Technology Division shall be responsible for developing metallurgical processes and methods of extracting minerals, metals and other usable materials from ore samples. It shall assist the Field Operations and the general public in their analytical and metallurgical requirements and perform other related functions that may be assigned by higher authority.

#### 4.2.1.3.4 Marine Geological Division

The Marine Geological Division shall be responsible for conducting marine geological/geophysical surveys, marine mineral resource exploration, assessment, classification/inventory of Philippine marine environment. It shall operate and maintain the bureau's marine survey vessels.

#### 4.2.1.3.5 Mineral Lands Administration Policy Division

The Mineral Lands Administration Policy Division shall be responsible for coordinating mineral lands survey data base system, master/control map, mineral land survey reference points and providing assistance in the formulation of policies, rules and regulations pertaining to and governing mineral land surveys. It shall conduct researches and recommend legislative measures, executive orders, rules and regulation concerning mineral rights and mineral resources administration and perform other function that may be assigned by higher authority.

#### 4.2.1.3.6 Planning and Project Management Services Division

The Planning and Project Management Services Division shall be responsible for providing the Bureau with services related to planning and programming, monitoring and evaluation of plans and programs, including projects development; recommending and advising on policies and programs relative to marine geology and mineral deposits and identifying, classifying and evaluating the mineral deposits of the country. It shall conduct analysis of information requirements, maintain statistical collection and management information systems and assist in information dissemination programs and perform other related functions assigned by higher authority.

#### 4.2.1.3.7 Finance Division : Administrative Division

The Mines and Geo-science Bureau shall maintain a Finance Division and an Administrative Division, the staffing of which shall be limited but sufficient to service the financial and administrative support needs of the Bureau. These divisions shall operate in close coordination with Legal Affairs and Management Services Office.

### 4.2.2 **ENVIRONMENT AND RESEARCH OFFICE**

The Environment and Research Office shall be headed by an Undersecretary who will assist and advice the Secretary on the promulgation of all office orders, rules and regulations related to environmental management and ecosystems research; recommend policies and standards for the effective and efficient operation of the Department in accordance with the programs related to environmental management; exercise supervision and control over all function and activities of the bureaus in the Department concerned with environmental management and research and exercise authority on substantive and administrative matters concerning the environmental and research bureaus in the

Department as may be delegated by the Secretary. It shall exercise supervision over the following bureaus:

#### 4.2.2.1 ENVIRONMENTAL MANAGEMENT BUREAU

The Environment Management Bureau shall recommend legislation, policies and programs for environmental management and pollution control; advise the Field Operations on the efficient and effective implementation of policies, programs and projects for effective and efficient environmental management and pollution control and assist in the conduct of public hearings in pollution cases. It shall serve as the secretariat to the Pollution Adjudication Board and advise the Secretary thru the Undersecretary for Environment and Research on matters involving environment management and pollution control.

The Environmental Management Bureau shall be composed of the following division:

##### 4.2.2.1.1 Environmental Planning Division

The Environment Planning Division shall be responsible for formulating a comprehensive national environmental enhancement program and monitor its implementation. It shall prepare the annual Philippine Environment Report and coordinate programs and projects on nature conservation and environmental protection. It shall coordinate and promote international cooperation and shall serve as the focal point for environmental activities of international character; evaluate existing environmental policies and recommend necessary amendments. It shall coordinate all environmental planning and programming activities within the Bureau and the Field Operations and perform other related functions that may be assigned by higher authority.

##### 4.2.2.1.2 Pollution Research Division

The Pollution Research Division shall be responsible for formulating a comprehensive program on

pollution research; undertaking research studies related to air, water and land pollution as well as toxic and hazardous substances management in coordination with the other research units of the Department; recommending environmental protection and pollution control abatement measures and performing other specific studies and tasks that may be assigned by higher authority.

#### 4.2.2.1.3 Environmental Quality Division

The Environmental Quality Division shall be responsible for formulating and recommending policies and guidelines on the enforcement of the country's effluent and emission standards and the attendant rules and regulations. It shall formulate environmental surveillance and air and water quality monitoring programs for implementation by the Field Operations; establish environmental quality indices and guidelines for environmental protection; coordinate the implementation of the necessary policies and guidelines for the conduct of environmental impact assessments; render technical assistance to the Field Operations in the review and evaluation of pollution control facilities and perform other related functions that may be assigned by higher authority.

#### 4.2.2.1.4 Education & Information Dissemination Division

The Education and Information Dissemination Division shall be responsible for formulating and coordinating the implementation of the National Program on Environmental Education; developing strategies and arrangements for purposes of efficiently delivering environmental information to the various sectors of Philippine society; designing training modules and compiling information packages on environmental management. It shall recommend adoption of environmental concerns and information in all levels of the educational system and perform other related



functions that may be assigned by higher authority.

#### 4.2.2.1.5 Legal Division

In close coordination with Legal Affairs and Management Services Office, the Legal Division shall be responsible for providing legal counsel and advice to the Undersecretary for Environment and Research and the Bureau Director and drafting the necessary legislation, rules, regulation and standards concerning environmental protection. It shall represent the Department and the Bureau in courts and administrative bodies on cases arising from the performance of official functions; assist in the adjudication of cases falling within the jurisdiction of the Pollution Adjudication Board and attend to appeals of cases to or from the Board. It shall prepare decisions, orders and actions or directives; conduct continuing legal studies and researches on environmental laws and jurisprudence and perform other related functions that may be assigned by higher authority.

#### 4.2.2.1.6 Finance/Administrative Division

The Environmental Management Bureau shall maintain Finance/Administrative Division, the staffing of which shall be limited but sufficient to service the financial and administrative support needs of the Bureau. This Division shall work in close coordination with the Legal Affairs and Management Services Office.

#### 4.2.2.2 ECOSYSTEMS RESEARCH AND DEVELOPMENT BUREAU

The Ecosystems Research and Development Bureau shall be responsible for formulating and recommending an integrated research program relating to the Philippine ecosystems; assisting the Secretary thru the Undersecretary for Environment and Research in determining a system of priorities for the allocation of resources to various technological research programs of the Department; generating technologies in close collaboration with the Field Operations and providing scientific assistance in the

research and development of technologies relevant to the sustainable uses of Philippine ecosystems and natural resources and assisting the Undersecretary for Environment and Research in the evaluation of the effectiveness of the implementation of the integrated research programs.

The Ecosystems Research and Development Bureau shall be composed of the following Division.

#### 4.2.2.2.1 Forest Ecosystems Research Division

The Forest Ecosystems Research Division shall be responsible for formulating research and development programs dealing with the regeneration, management, protection and conservation of the dipterocarp forests, pine forests and other softwoods, and their bio-ecological aspects; generating technologies on tree breeding and improvement, forest regulation methods and other scientific techniques for managing the Philippine forest ecosystems in close collaboration with the Field Operations and performing other functions that may be assigned by higher authority

#### 4.2.2.2.2 Grassland and Degraded Lands Ecosystems Research Division

The Grassland and Degraded Lands Ecosystems Research Division shall be responsible for formulating research and development programs dealing with grasslands and degraded forest lands, critical watersheds and open lands; establishing seed banks, grass gene bank and tree orchards in order to hasten the rehabilitation of grasslands and degraded open lands, and in developing wide-ranging but appropriate and practical techniques on the production of seeds and other planting stocks for reforestation, grassland rehabilitation and tree farming purposes. It shall assist in the establishment and management of plantations of trees and grasses to serve as scientific demonstration areas for rehabilitating and managing the grassland and degraded lands ecosystems; generating appropriate techniques on tree improvement;

developing appropriate technologies for the identification and control of the causal agents of bio-deterioration of trees and grasses, in close collaboration with the Field Operations developing applicable techniques for the prevention, suppression and control of fire, wind and other injurious natural phenomena and performing other related functions that may be assigned by higher authority.

#### 4.2.2.2.3 Coastal Zone & Freshwater Ecosystems Research Division

The Coastal Zone and Fresh Water Ecosystems Research Division shall be responsible for formulating research and development programs on the proper utilization, protection, rehabilitation and management of mangrove forests and estuarine areas, inland and coastal wetlands, riverine, lentic and lotic freshwater resources with emphasis on the enhancement of the ecosystems that they comprise. It shall develop methods, standards and strategies for sustained production of resources from the coastal and fresh water zone ecosystems; develop and recommend comprehensive area and land-use management systems including the formulation of conservation and utilization policies for coastal freshwater zones and associated resources in close collaboration with the Field Operations and perform other related functions that may be assigned by higher authority.

#### 4.2.2.2.4 Upland Farm Ecosystem Research Division

The Upland Farm Ecosystem Research Division shall be responsible for formulating research and development programs on the upland farms ecosystems including agroforestry and upland farming systems appropriate to varied biophysical and socio-cultural situations. It shall develop models for appropriate utilization of upland farm areas; conduct studies on demographic, ethnic, cultural, social, political and other factors concerning the upland dwellers and other forest

communities that are relevant to the development, management and protection of the upland farm ecosystems for policy and program development purposes in close collaboration with the Field Operations and perform other related functions that may be assigned by higher authority.

#### 4.2.2.2.5 Technology Development Division

The Technology Development Division shall be responsible for compiling research results and packaging technological methods and recommendations for the effective management, development and protection of Philippine ecosystem; providing guidelines and directions to the Field Operations on technology verification and transfer and performing other related functions that may be assigned by higher authority.

#### 4.2.2.2.6 Planning and Project Management Services Division

The Planning and Project Management Services Division shall be responsible for coordinating all research plans and programs on Philippine ecosystems. It shall provide guidelines for the evaluation and proper implementation of ecosystem researches; serve as the information bank on ecosystems research data and perform other related functions that may be assigned by higher authority.

#### 4.2.2.2.7 Finance/Administrative Division

The Ecosystem Research and Development Bureau shall maintain a Finance/Administrative Division, the staffing of which shall be limited but sufficient to service the operating needs of the Bureau. This Division shall work in close coordination with the Office of the Undersecretary for Legal Affairs and Management Services.

#### 4.2.2.2.8 Los Banos Experiment Station

The Ecosystems Research & Development Bureau shall manage its experimental area Mt. Makiling as an experiment station.

#### 4.2.2.3 PROTECTED AREAS AND WILDLIFE BUREAU

The Protected Areas and Wildlife Bureau shall be responsible for formulating and recommending policies, guidelines, rules and regulations for the establishment and management of an Integrated Protected Areas System such as national parks, wildlife sanctuaries and refuges, marine and biospheric reserves; formulating as well as recommending guidelines, rules and regulations for the preservation of biological diversity, genetic resources, and the endangered Philippine flora and fauna. It shall prepare an up-to-date listing of endangered Philippine flora and fauna and recommend a program of conservation and propagation of the same and manage all programs and projects listed in Section 18 of Executive Order No. 192.

The Bureau shall be composed of the following divisions and units:

##### 4.2.2.3.1 Convention on International Trade of Endangered Species of Wild Fauna and Flora (CITES) Management Authority Staff

The CITES Staff shall be responsible for formulating and recommending policies, plans and programs for the implementation of the provisions of the Convention on International Trade of Endangered Species of Wild Fauna and Flora (CITES), including appropriate changes in these policies as they apply to local conditions. It shall coordinate with other government agencies involved in the international trade of endangered species of wild fauna and flora; maintain liaison and communication with Management Authorities of other Parties and Secretariat of the Convention; regulate and international trade of endangered species of wild fauna and flora and perform other related functions that may be assigned by higher

authority.

#### 4.2.2.3.2 Legal Staff

In coordination with the Legal Affairs and Management Services Office, the Legal Staff shall provide legal assistance and counsel to the Director and the various organizational units of the Bureau; assist the regional legal staff in resolving complex legal issues relative to protected areas and conservation of wildlife resources and assist in the prosecution of violations of wildlife conservation and protection laws. And in the resolution of violations of international conservation and wildlife protection laws as embodied in international conventions of which the Philippines is a signatory; It shall maintain liaison with the Department of Justice and the Office of the Solicitor General and other legal arms of the government; appear in court or administrative bodies in behalf of the Secretary or Director or Bureau personnel in cases arising from the discharge of their official duties and functions and perform other related functions that may be assigned higher authority.

#### 4.2.2.3.3 Parks Division

The Parks Division shall be responsible for formulating and recommending policies, guidelines, plans and programs for the establishment, development and management of terrestrial parks and national marine parks including inland water parks and scenic roads based on scientific data. It shall provide assistance to the Field Operations in the implementation of policies, guidelines, plans and programs for the establishment, development and management of national terrestrial and marine parks, and perform other related functions that may be assigned by higher authority.

#### 4.2.2.3.4 Natural and Equivalent Reserves Division

The Natural and Equivalent Reserves Division shall be responsible for formulating and recommending

policies, guidelines, plans and programs for the establishment, development and management of reserves such as wildlife sanctuaries, nature reserves, wilderness areas, municipal or barangay forest parks, game or hunting preserves, and/or other reserves and in providing assistance to the Field Operations in the implementation of policies, guidelines, plans and programs for the establishment, development and management of such reserves. It shall perform other related functions that may assigned by higher authority.

#### 4.2.2.3.5 Wildlife Division

The Wildlife Division shall be responsible for formulating and recommending policies, guidelines, plans and programs for the management of wildlife resources; determining wildlife habitat requirements in managed forest; formulating and recommending rules and regulations for the collection, trapping or hunting and fishing in waters within forest lands including bag limit or creel limits; recommending programs for cooperative undertaking with foreign and local conservation agencies, institutions or organizations for the management of rare and endangered wildlife species, including those with economic and/or trade potentials and providing assistance to the Field Operations on the effective implementation of wildlife policies, plans and programs. It shall perform other related functions that may be assigned by higher authority.

#### 4.2.2.3.6 Recreation and Special Uses Division

The Recreation and Special Uses Division shall be responsible for formulating the recommending guidelines, policies, plans and programs on recreation and other special uses within national recreation areas, historic marine parks and hunting reserves, as well as those that will enhance the scientific and educational value of protected areas wildlife; formulating and recommending policies, guidelines, plans on the dissemination of information and providing extension

services relevant to conservation and management of parks, wildlife and other resources as well as the transfer of technologies on captive breeding of wildlife; providing assistant to the Field Operations on the effective implementation of the above policies, plans and programs and perform other related functions as may be assigned by higher authority.

#### 4.2.2.3.7 Planning and Project Management Services Division

The Planning and Project Management Services Division shall be responsible for formulating policies and guidelines for the development of programs and projects on integrated protected areas and wildlife, including the monitoring and evaluation of such projects. It shall also perform internal coordinative functions and other functions that may be assigned by higher authority.

#### 4.2.2.3.8 Finance/Administrative Division

The Protected Areas and Wildlife Bureau shall maintain a Finance/Administrative Division the staffing of which shall be limited but sufficient to service the financial and administrative support needs of the Bureau. This Division shall work in close coordination with the Legal Affairs and Management Services Office.

### 4.2.3 **PLANNING, POLICY AND PROJECT MANAGEMENT OFFICE**

The Planning, Policy and Project Management Office shall be headed by an Undersecretary who shall be responsible for assisting and advising the Secretary in the promulgation of office orders, rules and regulations related to departmental planning and policy studies, planning and management of foreign-assisted and special projects and setting of policies and standards for the effective, efficient and economical operations of the Department. It shall coordinate all functions and activities of the bureaus and offices in the department with regard to planning, policy studies and foreign-assisted and special projects.



This office shall exercise supervision over the following offices:

#### 4.2.3.1 PLANNING AND POLICY STUDIES OFFICE

The Planning and Policy Studies Office shall be headed by an Assistant Secretary who shall be responsible for integrating the short, medium and long-term plans of the Department. It shall coordinate the Department's information systems; provide planning standards and guidelines for integrating sectoral and regional plans and programs into the natural resources development and environment plan; design and install a national and regional development planning and management system; develop/evaluate and monitor programs/project of the Department; undertake policy studies for effective and efficient development, utilization and conservation of environment and natural resources as bases for medium and long-term resources policy agenda. It shall be composed of the Planning Services and the Policy Studies Service. Formulating as well as recommending guidelines, rules and regulations for the preservation of biological diversity, genetic resources, and the endangered Philippine flora and fauna. It shall prepared an up-to-date listing of endangered Philippine flora and fauna and recommend program of conservation and propagation of the same and manage all programs and projects listed in Section 18 of Executive Order No. 192.

##### 4.2.3.1.1 PLANNING SERVICE

The Planning Service shall be responsible for developing planning and resource allocation guidelines and for integrating all short/medium/long-term development plans and programs of various sectors guided by the philosophy of the Department. It shall coordinate all planning activities in the Department; provide updated and timely statistic and information for policy studies purposes; maintain central computer-based and manual schemes for data gathering, processing, analysis and data retrieval and report generation in coordination with all other computer services in the Department. The Planning Service shall be composed of the

following Division.

#### 4.2.3.1.1.1 Planning and Programming Division

The Planning and Programming Division shall be responsible for integrating and recommending short, medium and long range plans for the Department in the context of national development goals and in close coordination with the staff bureaus and regional offices; providing standards and guidelines including workloads in the preparation of the Department's budget; integrating annual plans and programs into specific projects that will be implemented at a given period of time in accordance with the Department's budget appropriation or proposal and in coordination with the Project Development and Evaluation Division; formulating criteria for determining priorities for proposed projects and in selecting capital projects for funding and execution. It shall formulate planning standard and guidelines for natural resources planning; maintain liaison with other department and central planning agencies of the government, and perform other related functions that may be assigned by higher authority.

#### 4.2.3.1.1.2 Project Development and Evaluation Division

The Project Development and Evaluation Division shall be responsible for coordinating project development by staff bureaus, attached agencies and Field Operations of the Department in accordance with the approved priority areas; evaluating project proposals and performance of the various units and sectors according to technical feasibility, administrative expediency, other generally accepted criteria for development management; formulating standards and criteria for project identification, prioritization and implementation. 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.

#### 4.2.3.1.1.3 Environment and Natural Resources Statistical Coordination Division

The Environment and Natural Resources Statistical Coordination Division shall be responsible for studying, compiling, analyzing, integrating production, trade, price, trends and other performance statistics on natural resources as well as on the quality of the environment; developing economic projections and reviews for planning purposes and information dissemination; undertaking monitoring and analysis of economic conditions and their implications on the environment and natural resources; coordinating with NEDA and other statistics agencies on the planning of census and gathering of statistics. It shall coordinate all statistical services in the Department and perform other functions that may be assigned by higher authority.

#### 4.2.3.1.1.4 Management and Information Systems Division

The Management and Information Systems Division shall be responsible for developing and maintaining effective management information systems for planning, project management and performance appraisal. It shall maintain a central computer-based data storage and retrieval service; develop a master plan for the computerization of various systems and processes for the Department Proper, staff bureaus and the field Operations, including training of personnel; evolve and prescribe standards for computer equipment and software acquisition and application and perform other functions that may be assigned by higher authority.

#### 4.2.3.1.2 POLICY STUDIES SERVICE

The Policy Studies Service 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; recommending policies based on studies for the efficient and effective development, utilization and conservation of environment and natural resources

#### 4.2.3.1.2.1 Policy Studies Division

The Policy Studies Division 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 national development and trade policies on natural resources conservation; and perform other functions as may be assigned by higher authority

#### 4.2.3.1.2.2 Policy Analysis and Legislative Liaison Division

The Policy Analysis and Legislative Liaison Division shall be responsible for coordinating and maintaining linkages with other government agencies on policy matters affecting environment and natural resources; 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. It shall maintain competent and effective liaison with the Congress regarding legislative inquiries and enactment of environmental and natural resource proposals into laws and perform other functions that may be assigned by higher authority.

#### 4.2.3.2 FOREIGN-ASSISTED AND SPECIAL PROJECTS OFFICE

The Foreign-Assisted and Special Project Office shall be headed by an Assistant Secretary who shall be responsible for identifying and preparing investment project and program proposals for possible foreign and local assistance in close coordination with other appropriate government agencies. This office shall prepare a development framework plan and guidelines/strategies for the Department to prioritize programs and/or projects requiring foreign and local assistance. It shall conduct and undertake feasibility studies for projects identified for external assistance; represent the Department in negotiating for foreign loans/grant assistance; provide staff support in the implementation of foreign-funded and special projects; monitor and evaluate the performance of foreign-assisted and special projects in coordination with financial donors. The Office of the Assistant Secretary for Foreign-Assisted and Special Projects shall be composed of Project Management and Coordination Service and the Project Design and Packaging

##### 4.2.3.2.1 PROJECT MANAGEMENT AND COORDINATION SERVICE

The Project Management and Coordination Service shall be responsible for the continuous monitoring and evaluation of foreign-assisted and special projects in relation to specific terms of reference as provided for by the loan/grant agreement and in coordination with other government agencies; assessing the impact of foreign-assisted and special projects; facilitating financial planning and processing of accounts of Foreign-Assisted and Special Projects and coordinating the planning, scheduling, and implementation of foreign-assisted special projects. This Service shall be composed of the following Divisions:

###### 4.2.3.2.1.1 Project Coordination Division

The Project Coordination Division shall be responsible for coordinating the planning, scheduling and implementation of foreign-assisted special projects activities with other operating units of the Department down to regional and field levels. It shall develop monitoring and control systems applicable to all on-

going FASPs; monitor and evaluate progress of FASPs with respect to operational targets, plans and schedules; conduct impact assessment/studies and documentation of lessons and experiences gained from FAPs for guidance of decision makers/top management in the formulation of follow-up projects and future projects and perform other activities that may be assigned by higher authority.

#### 4.2.3.2.1.2 Project Accounts Management Division

The Project Accounts Management Division shall be responsible for the preparation of financial plans and attending to all finance-related matters involving foreign-assisted and special projects; forecasting, reviewing and monitoring project expenditures; coordinating with the Management Service Offices on the establishment and maintenance of project accounting systems and procedures, including disbursement, and for auditing project accounts. It shall coordinate and liaise with local international financing institutions with respect to financial aspects of on-going projects; facilitate the procurement of goods and services, including administration of FA & S project contracts entered into between the Department and contractors or consultants; package necessary documents required for competitive bidding, including the preparation of tender documents and issuance of tender invitations and perform other functions that may be assigned by higher authorities.

#### 4.2.3.2.1.3 Special Programs Division

The Special Programs Division shall be responsible for reviewing and evaluating proposal for special projects and programs to be funded from the regular budget; coordinating the planning, scheduling and implementation of Special Programs/Projects; developing systems for monitoring and evaluation for all on-going Special Programs/Projects. It shall monitor and evaluate progress of implementation of

Special Projects related to approved work and financial plans; conduct impact assessment/studies and documentation of lessons, experiences gained from Special Projects for the guidance of decision-makers/top management in the formulation of new/follow-up projects and perform other functions that may be assigned by higher authority.

#### 4.2.3.2.1.4 RP-Japan Reforestation Training Center

The RP-Japan Reforestation Training Center shall be responsible for managing training facilities and training environment of the Training Center at Carranglan, Nueva Ecija. It shall provide administrative support to all training activities conducted at the Center, and perform other related functions that may be assigned by higher authority.

#### 4.2.3.2.2 PROJECT DESIGN AND PACKAGING SERVICE

The Project Design and Packaging Service shall be responsible for designing, evaluating and packaging project proposals for foreign assistance and special funding; coordinating the negotiations for securing funding and technical assistance for proposed FASPs; evaluating the technical, economic and institutional soundness of proposed projects, and facilitating the participation of the Department in cooperative arrangements with other countries and international bodies. The Project Design and Packaging Service shall be composed of the following divisions:

##### 4.2.3.2.2.1 Project Preparation Division

The Project Preparation Division shall formulate project development and prioritization guidelines and frameworks for study/project proposals for foreign funding/grant assistance; designing and preparing packages of study/project proposals for foreign funding/grant assistance; and reviewing and evaluating regional/sectoral proposals that have potentials for funding by foreign institutions; initiating and maintaining close relations with national, regional and international

organization to promote the development; efficient management and conservation of the country's environment and natural resources; analyzing international assistance policies and determining the eligibility and acceptability of the Department's project proposals prepared for foreign support; undertaking pre-feasibility grade studies as required by NEDA and the Investment Coordinating Committee (ICC) and performing other related functions that may be assigned by higher authority.

#### 4.2.3.2.2.2 Project Appraisal Division

The Project Appraisal Division shall be responsible for coordinating and initiating the conduct of feasibility studies to examine the technical, economic, financial and institutional aspects of proposed projects; conducting detailed appraisal of project proposals; developing procedures for the assessment and evaluation of projects as major investment decisions; coordinating the final negotiations in securing financial and technical assistance for the proposed projects with the identified financing institutions; coordinating the participation of the Department in regional/international and specialized agencies/ organizations to ensure that counterpart commitments are fulfilled or carried out and coordinating or serving as counterpart staff/and/or secretariat to foreign project appraisal missions. It shall review the progress of cooperative agreements with other countries, international and regional institutions and formulate recommendations for more effective cooperative arrangements and perform other related functions that may be assigned by higher authority.

#### 4.2.4 LEGAL AFFAIRS AND MANAGEMENT SERVICES OFFICE

The Legal Affairs and Management Service Office shall be headed by an Undersecretary who shall assist and advise the Secretary on the promulgation of office orders, rules and regulations related to financial management, administrative



services, human resources development and legal services; recommend policies and standards for the over-all effective, efficient and economical operations of the Department; coordinate all functions and activities of bureaus and offices in the Department involving to financial management, administrative services, human resources development and legal services and perform other functions that the Secretary may assign. This office shall exercise supervision over the following:

#### **4.2.4.1 LEGAL AFFAIRS OFFICE**

The Legal Affairs Office shall be headed by an Assistant Secretary who shall advise and assist the Secretary through the Undersecretary for Legal Affairs and Management Service Office, with respect to legal matters; direct the Department's legal operations; review issuance of licenses, permits, agreements, and contracts involving natural resources and the protection of the environment, as referred and appear and act as counsel of the Department. This office shall be composed of the Claims and Litigation Service and the License and Law Enforcement Service.

##### **4.2.4.1.1. CLAIMS AND LITIGATION SERVICE**

The Claims and Litigation Service shall be responsible for reviewing and evaluating evidence; conducting formal investigation and ocular inspection, and preparing drafts of decisions/orders in appealed cases and in protest/claims/conflicts involving the exploration, development and utilization of the natural resources as well as those involving the environment, and personnel discipline.

The Claims and Litigation Service shall be composed of the following divisions.

##### **4.2.4.1.1.1 Claims and Conflicts Division**

The Claims and Conflicts Division shall be responsible for handling, reviewing and evaluating evidence; preparing drafts of decisions/orders on appealed cases

and protests, claims, and conflicts involving public lands, forestlands, forest resources, mineral lands mineral resources, and the environment; preparing interlocutory orders directing the submission of pleadings and payment of the necessary fees by the parties involved, and the transmittal of relevant records from the office concerned; It shall recommend to the Investigation and Litigation Division of the Investigation of cases with incomplete or insufficient factual evidence and perform related functions that may be assigned by higher authority.

#### 4.2.4.1.1.2 Investigation and Litigation Division

The Investigation and Litigation Division shall represent the Secretary, Undersecretaries, Assistant Secretaries and other officials of the Department who are being sued before the courts in their official capacity; prepare pleadings and handle trials, in coordination and consultation with the Office of the Solicitor General, in these court cases; conduct formal investigation and ocular inspection of cases in connection with cases pending before the Claims and Litigation Service; cause actual ground survey of areas involved in overlapping of claims or boundary conflicts; submit reports and recommendations relative to the investigation and inspections conducted and perform other functions that may be assigned by higher authority.

#### 4.2.4.1.1.3 Personnel Investigation Division

The Personnel Investigation Division shall be responsible for conducting investigation of administrative charges against erring personnel of the Department, its bureaus and agencies and preparing legal opinions on queries pertaining to laws on personnel administration and discipline; advise and assist the Management Services Office on the formulation of procedures intended to establish harmonious relationship among officials and employees; and perform other related function that may

be assigned by higher authority.

#### 4.2.4.1.2 LICENSE AND LAW ENFORCEMENT SERVICE

The License and Law Enforcement Service shall be responsible for acting on and reviewing applications for the development or utilization of forest-lands and other lands in public domain, and/or forest resources and of mineral lands and/or mineral resources, as referred to it; monitoring and evaluating compliance with the laws, rules and regulations, and the terms and conditions of the licenses or permits; prepare opinions on queries involving the laws, policies, rules and regulations on natural resources and environment. The License and Law Enforcement Service shall be composed of the following divisions:

##### 4.2.4.1.2.1 Research and Legal Opinion Division

The Research and Legal Opinion Division shall be responsible for preparing opinions on queries involving the laws, policies, rules and regulations on natural resources and environment; preparing or reviewing proposed bills for submission to Congress regarding the exploration, development and utilization of the natural resources and for environmental management. It shall prepare or review proposed proclamations and executive issuances for submission to the Office of the President regarding the use and management of the natural resources and on matters concerning the environment; prepare or review drafts of rules and regulations implementing the laws on natural resources and environmental management; compile laws, policies, rules, regulations and Supreme Court decisions on environmental management natural resources and perform other related functions that may be assigned by higher authority.

##### 4.2.4.1.2.2 Licenses and Law Enforcement Division

The Licenses and Law Enforcement

Division shall be responsible for legal monitoring and evaluation of compliance with the laws, rules and regulations, and the terms and conditions of the licenses or permits; reviewing and evaluating reports of Field Operations on performance of lessees, licenses and permittees. In coordination with the Field Operations, it shall conduct inspection of licensed or permitted areas to determine whether the areas are utilized for the purposes so authorized, recommend legal sanctions against erring licenses or permittees and perform other functions that may be assigned by higher authority.

#### 4.2.4.1.2.3 Processing and Documentation Division

The Processing and Documentation Division shall be responsible for reviewing applications for the public land patents, applications for the development or utilization of forestland and/or forest resources and of mineral lands and/or mineral resources, and evaluate applications of environmental concern that may be referred to it. It shall prepare and review contracts or agreements entered into by the Department, its bureaus or agencies and perform other related functions that may be assigned by higher authority.

#### 4.2.4.2 MANAGEMENT SERVICE OFFICE

The Management Services Office shall be headed by an Assistant Secretary who shall assist the Secretary through the Undersecretary for Legal Affairs and Management Services on policy formulation, standards-setting and promulgation of rules and regulations pertaining to financial management and administrative services for the entire Department. It shall be composed of the Financial Management Services, Administrative Service and Human Resource Development Service.

##### 4.2.4.2.1 FINANCIAL AND MANAGEMENT SERVICE

The Financial and Management Service shall provide assistance and advice on the promulgation of office policies,

orders, rules and regulations related to financial and management services of the Department; develop, maintain and improve a cost and financial accounting system for all projects of the Department; formulate basic policies and guidelines for the preparation of the department budget, including those for the detailed allocation of funds for capital outlay in close coordination with the Planning Service; direct the financial and management services of the Department and exercise over-all supervision over the financial and management functions and activities of bureaus and regional office. The Financial Management Service shall be composed of the following divisions:

#### 4.2.4.2.1.1 Budget Division

The Budget Division shall be responsible for developing and improving budgeting methods, procedures and justifications for budget proposal based on the policies of the government; providing assistance in the presentation of the Department's budgetary estimates before administrative and legislative bodies; preparing annual work and financial plans of the Department, including its regional offices; providing technical assistance to subordinate budget units in the application and utilization of budgetary methods and coordinating all budgetary activities in the Department. It shall integrate the budget proposals of all sectors of the Department for submission to proper bodies and perform other related functions that may be assigned by higher authority.

#### 4.2.4.2.1.2 Accounting Division

The Accounting Division shall be responsible for maintaining basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management; implementing administrative and financial policies of the Department and other pertinent agencies regarding allotments, expenditures and collections. It shall exercise technical supervision over all accounting units of the Department,

including those of attached agencies. It shall prepare and submit financial reports required by management and other pertinent agencies, and perform other related functions as may be assigned by higher authority.

#### 4.2.4.2.1.3 Management Division

The Management Division shall be responsible for formulating and recommending policies, rules and regulations, and standards concerning work processes, organizational staffing, information/reporting systems and controls and resources allocation; developing, recommending and maintaining a management audit and improvement plan and program relative to the Department organization, functions, manpower, financial and physical resources, and systems and procedures. It shall conduct comprehensive review of projects, program, and activities to help in the attainment of the agency's goals and objectives and perform other related functions as may be assigned by higher authority.

#### 4.2.4.2.2 ADMINISTRATIVE SERVICE

The Administrative Service shall provide assistance and services on the promulgation of office orders, rules and regulations related to economic, efficient and effective administrative services in the department and establish department-wide policies and standards on matters including personnel management, general services, communications, logistics, property, safety, records management and documentation, and the like.

The Administrative Service shall be composed of the following divisions:

##### 4.2.4.2.2.1 General Services Division

The General Services Division shall be responsible for designing, developing and implementing an effective system of maintenance of the Department's facilities including its buildings, grounds and vehicles security,

safety, communications and other services; establishing a comprehensive management program to ensure an effective and economical procurement of supplies and equipment following government prescribed standards. It shall render assistance to the Pre-qualification, Bids and Awards Committee; receive, collect and deposit cash payment; prepare payrolls and process vouchers for payment of salaries and wages of the employees at the Department Proper, including other obligations, unless otherwise delegated to other units, and perform other related functions that may be assigned by higher authority.

#### 4.2.4.2.2.2 Personnel Division

The Personnel Division shall be responsible for administering a Department-wide personnel management program which shall include selection and placement, position classification and compensation, performance evaluation, employee relations and welfare services. It shall act on matters concerning attendance, leave of absence, appointments, promotions, transfers and other personnel transactions in the Department, unless otherwise delegated to other units; administer a mechanism for the adjudication of employees' complaints and grievances and perform other related functions that may be assigned by higher authority.

#### 4.2.4.2.2.3 Property, Logistics and Inventory Planning Division

The Property, Logistics and Inventory Planning Division shall be responsible for preparing, implementing and monitoring a supply and property management program of the Department; recommending policies and guidelines on the utilization, maintenance, storage, and disposal of supplies, materials and equipment; coordinating the annual procurement program of the Department and conducting inventory of all properties. It shall also handle the insurance requirements of the Department, unless otherwise delegated to other units, and perform other

functions that may be assigned by higher authority.

#### 4.2.4.2.2.4 Records Management and Documentation Division

The Records Management and Documentation Division shall be responsible for developing and maintaining a system of records management for the Department; recommending policy guidelines on the maintenance and disposition of records and documents; filing and maintaining necessary records and certifying official documents upon request. It shall represent the Department in the presentation of documents required by the courts and other bodies and perform other functions that may be assigned by higher authority.

#### 4.2.4.2.2.5 Medical and Dental Unit

The Medical and Dental Unit shall provide emergency medical and dental services to employees in the Department Proper and staff bureaus; recommend a physical health program for employees; maintain the medical and dental equipment; monitor health status of the Department's officials and employees and perform other related functions that may be assigned by higher authority.

#### 4.2.4.2.3 HUMAN RESOURCES DEVELOPMENT SERVICE

The Human Resources Development Services shall provide assistance and services on the promulgation of office orders, rules and regulations related to human resource development. It shall plan, program and conduct training programs of the Department; evaluate training programs and other human resource development activities of the various units of the Department; evolve a responsive employee career development program that will make employees grow in their jobs and in the organization.

The Human Resource Development Service shall be



composed of the following divisions:

4.2.4.2.3.1 Manpower Training Services Division

The Manpower Training Services Division shall be responsible for planning, programming, coordinating and/or conducting training activities to upgrade the internal capability of the Department and planning and programming a continuing scholarship program for the personnel of the Department. It shall assist the various sectors in the formulation of training programs and services directed to the development of the Department's clientele and perform other related functions that may be assigned by higher authority.

4.2.4.2.3.2 Manpower Research and Development Division

The Manpower Research and Development Division shall be responsible for designing and developing a system of assessing manpower and capability needs to serve as basis for manning and training plans; conducting personnel management audit of the various offices of the Department in coordination with their respective heads of offices for purposes of determining compliance with overall HRD plans and for purposes of determining the needs for particular technical and/or support expertise; conduct studies to determine options for personnel to meet eligibility requirements and improving compensation packages, and liaison with appropriate agencies for purposes of implementing findings from said studies. It shall conduct periodic evaluation of training and HRD interventions conducted by the Department and its units to determine impact and areas of improvement which shall be used as basis for developing new programs; coordinate with universities and colleges on developing curricula that would be relevant to the Department's needs for technical expertise and perform other related functions that may be assigned by higher authority.

4.2.4.2.3.3 Career Development Division

The Career Development Division shall be responsible for developing and recommending policies and programs on personnel development on their jobs. It shall plan and assess the manpower (both technical and support) requirements of the Department; review and evaluate the present manpower available in the entire Department for purposes of developing policy guidelines on personnel development and career patterns particularly for the technical personnel of the Department; provide assistance to the various units in helping each employee evolve a career path and develop himself in the job and in the Department; provide career counseling and perform other functions that may be assigned by higher authority.

#### **4.2.5 FIELD OPERATIONS OFFICE**

The Field Operations Office shall be headed by an Undersecretary who shall exercise supervision over the field operations in the regional, provincial and community levels and shall be responsible for the over-all implementation and monitoring of regional plans, programs and projects; setting regional performance standards; coordinating with other sectors in the Department in formulating policies on environmental and natural resources management; formulating and recommending, and when authorized, approving office orders, regulations and other issuances affecting the field operations and perform general and wide-ranging functions involving the field operations.

The Undersecretary shall exercise supervision over the following:

##### **4.2.5.1 FIELD OPERATIONS OFFICES IN LUZON VISAYAS AND MINDANAO**

The Field Operations Office in Luzon, Visayas and Mindanao shall each be headed by an Assistant Secretary who shall be responsible for coordinating and providing direction for the effective and efficient field implementation of the Department's programs for the development of natural resources and environmental in their respective geographic jurisdiction; coordinating and relating the

Department's programs with those of other agencies, including local governments and all concerned sectors in the regions. It shall recommend to the Secretary thru the Undersecretary for Field Operations, policies, rules and regulations for adoption, modification or repeal. The Assistant Secretary shall supervise the operations of the regional offices within his jurisdictions including the Field Network Survey and Land Evaluation Operations and perform other related functions that may be assigned by higher authority.

#### **4.2.5.1.1 REGIONAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**

The Regional Environment and Natural Offices shall be headed by Regional Executive Director (RED) and assisted by Regional Technical Directors (RTD) in each of the Administrative Regions. The Regional Environment and Natural Resources Office shall be responsible for coordinating and directing the implementation of all policies, regulations, programs and projects on environmental and natural resources development and conservation in the region. It shall supervise all activities of the Provincial Environment and Natural Resource Offices within its jurisdiction as well as monitor all foreign-assisted and special project in the regions, represent the Department in regional administrative bodies in the preparation and formulation of regional plans and programs and perform other functions that may be assigned by higher authority.

The Regional Environmental and Natural Resources Offices shall be established in each of the thirteen (13) Administrative Regions. Additional regional offices may be established in conformity with national policies and directives.

The Regional Environmental and Natural Resources Office shall be composed of the following technical and support division and units:

##### **4.2.5.1.1.1 Technical Divisions**

##### **4.2.5.1.1.1.1 Forest Management Sector**

##### **4.2.5.1.1.1.1.1 Forest Resources Development**

### Division

The Forest Resources Development Division shall provide assistance to the Regional Executive Director on the preparation of regional plans related to reforestation, watershed rehabilitation, integrated social forestry, and range lands; assist in the monitoring and evaluation of programs and projects related to forest resources development; recommend policies and guidelines for the construction and use of forest roads and communication systems and other structural facilities within forest lands; provide technical advise to the Regional Executive Director on matters related to forest resources development and perform other related functions that may be assigned by higher authority.

#### 4.2.5.1.1.1.1.2 Forest Resources Conservation Division

The Forest Resources Conservation Division shall be responsible for the preparation of regional plans related to timber and non-timber resources management, forest products utilization and forest protection and law enforcement; assist in the monitoring and evaluation of all programs and projects related to forest protection and law enforcement, forest products utilization and forest resources management; provide technical advise to the Regional Executive Director on matters related to forest resources conservation and perform other related functions that may be assigned by higher authority.

#### 4.2.5.1.1.1.1.2 Land Management Sector

##### 4.2.5.1.1.1.2.1 Surveys Division

The Surveys Division shall be responsible for the monitoring and verifying of

cadastral, public land subdivisions and other extensive survey/mapping projects, original and isolated surveys; preparing topographic and special maps in the region. It shall recommend survey standards, techniques, methods and procedures; provide technical assistance in the supervision of survey parties and of contract survey projects and perform other related functions that may be assigned by higher authority.

#### 4.2.5.1.1.1.2.2 Land Management Division

The Land Management Division shall be responsible for the monitoring and evaluation of all activities related to enforcement of policies, rules and regulations for the sound management and disposition of all alienable or disposable public lands and other lands in the regions not placed under the control of any other agency, including guidelines on land use and classification; processing all kinds of land applications; and performing other functions that may be assigned by higher authority.

#### 4.2.5.1.1.1.3 Mines Sector

##### 4.2.5.1.1.1.3.1 Geology Division

The Geology Division shall be responsible in the conduct of basic geological survey in the region; assisting the various offices in the generation of geological data and in developing and updating regional geological standards and techniques and procedures in the conduct of basic geological surveys and perform other related functions that may be assigned by higher authority.

##### 4.2.5.1.1.1.3.2 Mining Services and Mineral Lands Management and Control Division

The Mining Services and Mineral Lands Management and Control Division shall be responsible for the monitoring and evaluation of all activities related to exploration of mineral deposits in the region; conducting technical and economic evaluation and mining projects; assisting in the developing and packaging of mining technologies; and in formulating regional mine scheduling programs. It shall perform other functions that may be assigned by higher authority.

#### 4.2.5.1.1.1.3.3 Mines Division

In a region where there is no Regional Technical Director for Mines and Geo-Sciences, there shall be one Mines Division which shall handle the functions of the Geology Division and the Mining Services and Mineral Lands Management and Control Division.

#### 4.2.5.1.1.1.3 Research Sector

##### 4.2.5.1.1.1.3.1 Technology Transfer Division

The Technology Transfer Division shall be responsible for compiling research results and packaging technological methods and recommendations for effective management, development and protection of regional ecosystem; conducting technology verification and transfer activities at the regional level including pilot testing, field trials and replication of generated and ethnic technologies; disseminating research results and technologies to the regional clients. It shall perform other related functions that may be assigned by higher authority.

##### 4.2.5.1.1.1.3.2 Ecosystems Research and Conservation Division

The Ecosystems Research and Conservation Division shall be responsible for conducting field

experiments and other studies on the various regional ecosystems in accordance with the approved regional research programs; generating technologies on the various methods, techniques, systems and procedures for the effective management, development and conservation of Philippine forest ecosystems at the regional level in close collaboration with the Ecosystems Research and Development Bureau and other agencies in Environmental and resources research. It shall perform other functions that may be assigned by higher authority.

#### 4.2.5.1.1.1.4 Environment Sector

##### 4.2.5.1.1.1.4.1 Environmental Quality Division

The Environmental Quality Division shall be responsible for recommending possible programs and projects for environmental management and pollution control in the region; implementing policies and regulations related to environmental management and pollution control; recommending environmental quality standards such as the quality standards for water, air, land and noise. It shall perform other functions that may be assigned by higher authority.

##### 4.2.5.1.1.1.4.2 Ecosystems Conservation and Protected Areas Division

The Ecosystems Conservation and Protected Areas Division shall be responsible for formulating and recommending policies and programs for the development, management, protection and conservation of protected areas and wildlife resources in the region. It shall implement efficiently and effectively all laws, rules and regulations related to the conservation and management of protected areas and wildlife resources; and perform other functions that may be assigned by higher authority.

##### 4.2.5.1.1.1.5 Administrative and Support Services

The Regional Environment and Natural Offices shall each maintain an Information Staff, Planning and Management Division, Finance Division, Administrative Division, and Legal Division to support the financial, legal, planning, and administrative operating needs of the region. These divisions shall work in close collaboration with other organizational units of the region and coordinate closely with the planning, financial, legal and administrative units of the Department Proper.

#### 4.2.5.1.2 PROVINCIAL ENVIRONMENTAL AND NATURAL RESOURCES OFFICE

The Provincial Environment and Natural Resources Office shall be headed by a Provincial Environment Natural Resources Officer who shall be responsible for planning, coordinating, controlling preparing and/or updating plans for the protection of the environment, and development and conservation of natural resources; coordinating environmental and natural resource management activities in the provinces, enforcement of environment and natural resources laws, rules and regulations; investigating and recommending appropriate actions to resolve claims and conflicts involving natural resources; supervising activities of holders of environment and natural resources permits, leases and/or licenses; evaluating the performance of personnel to determine efficiency and effectiveness and performing other administrative and financial services to CENRO Operations. In Provinces where there are no established CENROs the PENRO shall undertake and implement projects for the protection, conservation and development of natural resources and enhancement of the environment and perform other related functions that may be assigned by higher authority.

#### 4.2.5.1.3 COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

The Community Environment and Natural Resources Office shall be headed by a Community Environment and Natural Resource Officer who shall undertake and/or implement projects



for the development and conservation of natural resources at the community level; implement/enforce laws, rules and regulation for the protection of the environment and the conservation of natural resources; conduct measurement, assessment and grading of timber and other forest product; maintain up-to-date data on environmental and natural resources conditions; file in court criminal cases against violators of environment and natural resources laws; undertake surveys of areas covered by applications for lease and permits; collect and account for fees due to government from users of natural resources; initiate the settlement of conflicts between or among users of natural resources and perform other related function that may be assigned by higher authority.

The Community Environment and Natural Resources Offices shall be strategically located in the various communities including Metro Manila and other highly urbanized cities. There shall be established initially 174 Community Environment and Natural Resources Offices as indicated in Appendix 3, the locations of which are subject to change depending on the assessment of the needs of the communities.

#### **4.2.6 ATTACHED CORPORATIONS AND AGENCIES**

The following corporations and agencies are attached to the Department of Environment and Natural Resources.

##### **4.2.6.1 NATURAL RESOURCES DEVELOPMENT CORPORATION (NRDC)**

The NRDC is the corporate arm the Department and shall be responsible for promoting natural resources development and conservation through involvement in pioneering and potentially viable production/and marketing ventures or projects using new innovative technologies, systems, and strategies such as but not limited to stumpage sales systems, industrial forest plantations, and logging operations provided however, that activities which compete with the private sector shall be avoided except in specific cases where the expected revenues of NRDC are earmarked for financing specific development projects such as establishment

of industrial tree plantations and agro-forestry farms and assistance to small-scale miners.

4.2.6.2 **NATIONAL ELECTRIFICATION  
ADMINISTRATION (NEA)**

The National Electrification Administration shall act and operate as the principal implementing arm of the Department in policies, programs and plans that encourage the use of natural resources like watersheds areas and energy farms in the generation of power.

4.2.6.3 **NATIONAL MAPPING AND RESOURCE  
INFORMATION AUTHORITY (NAMRIA)**

The National Mapping and Resource Information Authority (NAMRIA) shall be responsible for conducting, integrating and regulating the functions of geodetic and geophysical surveys, land classification, mapping, charting and oceanography, aerial photography, remote sensing, management of resource information needed by both the public and private sectors and research development thereof in accordance with existing laws and internationally accepted norms and procedures.

**SECTION 5. - STAFFING**

The new position structure and staffing patterns as submitted and reviewed by the Central Reorganization Committee of this Department indicated herein as Appendix 2 are hereby prescribed and approved, pursuant to Section 25 of Executive Order No. 192. These positions shall be filled in accordance with the Civil Service Law and Rules and the rules and regulations formulated by this Department on placement and selection.

**SECTION 6 TRANSFER OF PERSONNEL, RECORDS,  
PROPERTIES, EQUIPMENT AND APPROPRIATIONS**

In conformity with the new structure, orderly transfer of necessary personnel, records, properties, equipment and appropriations shall hereby be effected immediately.

## **SECTION 7 - TRANSITORY PROVISION**

Pending the Implementation of the new position structure and appointment to positions in the new staffing pattern, all regular employees shall continue to perform their respective duties and responsibilities and receive the corresponding salaries and benefits until they are issued new appointment unless otherwise separated from government service.

## **SECTION 8 - STRUCTURAL CHANGES**

No changes in the reorganization herein prescribed shall be valid except upon prior approval of the President of the Philippines for the purposed of promoting efficiency and effectiveness in the delivery of public service.

## **SECTION 9 - REPEALING CLAUSE**

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

## **SECTION 10 - EFFECTIVITY**

This order shall take effect immediately.

**(Sgd.) FULGENCIO S. FACTORAN, JR.**  
Secretary