

**Memorandum Order**  
**No. 8**  
**May 24, 1990**

**SUBJECT: Formation of Department-Wide Policy  
Units headed by Policy Liaison Officers**

In order to enhance the setting up to a Department-wide policy development system in DENR, all heads of Bureaus, Attached Agencies, Regional Offices, and major programs and projects are hereby directed to form their respective Policy Units (PU) to be headed by full-time Policy Liaison Officers, who should be occupying presently at least supervisory positions.

The main functions and responsibilities of each Policy Unit shall be as follows:

1. Assist in the formulation, analysis, evaluation and development of NR/E policies at respective levels, sectors, or areas of concern;
2. Assist in having central policy directives adapted to regional, local, field or sectoral conditions;
3. Coordinate natural resources and environmental policy matters with other government agencies and non-government organizations or private parties at the local, field or sectoral levels;
4. Conduct practical or applied policy studies or analyses particularly on the impact of such policies on NR/E management at the local, field or sectoral levels;
5. Actively seek feedback on policy impacts from DENR staff in regional, provincial and field offices, programs and projects or sectors -- and pass on such information to the Central Office;
6. To form the core unit for the policy mandate of the different sectoral bureaus in the future;
7. Submit periodic and other required reports;
8. Do other related functions.

The Policy Studies Office (PSO) at Office of the Secretary (OSEC) is hereby designated as the central clearing house for policy matters. As such, it has the responsibility among others to collate and analyze feedback and other information from field and other offices and to draft alternative or corrective policy recommendations for executive consideration.

As an initial compliance with this Memorandum Order, all Bureaus, Attached Agencies, Regional Offices, and major programs and projects are hereby directed to submit to OSEC the names and present position titles of the Policy Liaison Officers and members who will constitute the Policy Unit -- within five (5) working days after receipt of this Order.

All DENR Memorandum or administrative orders or issuances inconsistent with this order are hereby revoked or amended accordingly.

This Order shall take effect immediately.

**FULGENCIO S. FACTORAN, JR**  
Secretary

**RECOMMENDING APPROVAL:**

**RICARDO M. UMALI**  
Undersecretary for Planning, Policy  
and Project Management

**ELISEA G. GOZUN**  
Assistant Secretary for  
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