

**Administrative Order
No. 05
February 10, 1992**

SUBJECT : Providing for the Guidelines and the Organizational and Management Structure for the Implementation of the USAID Assisted Local Development Assistance Program-DENR Component.

In accordance with the Grant Agreement signed on 28 September 1990 between the USAID and the Republic of the Philippines implementing the Local Development Assistance Program (LDAP) and in pursuance of the DENR commitment under the said Program, the following guidelines and institutional arrangements are hereby adopted for the implementation of the LDAP-DENR Component:

1. Guidelines for the implementation of the LDAP-DENR Component.

The implementation of the LDAP-DENR Component hereinafter referred to as the "Project" shall be guided by the "Framework Action Plan for the LDAP-DENR Component" herein enclosed as Attachment A and is hereby made an integral part of the Order.

2. Organization and Management

2.1 A Project Management Office (PMO) is hereby created and shall be primarily tasked to handle the day to day operations of the LDAP-DENR Component Project, including, but not limited to the following:

- * planning, coordination, implementation and documentation of the training programs for LGUs;**
- * monitoring DENR decentralization efforts;**
- * preparation of the necessary reports/ documents required by the GOP oversight agencies and the donor institution;**
- * serve as liaison or contact point with NEDA, the USAID and DILG.**

- 2.2 The Project Management Office (PMO) shall be headed by the Undersecretary for Field Operations as Project Director who shall provide the over-all direction for project implementation/project operations. The Environmental Management Bureau (EMB) shall serve as the base of operations. A Project Coordinator shall be designated to oversee the day to day operations of the Project.
- 2.3 The PMO shall have two (2) functional units, namely: the Trainings Unit and the Planning and Coordination Unit. The former shall take charge of both the administrative and technical requirements of LGU trainings including the actual conduct, monitoring and assessment of said trainings while the latter shall be responsible for the planning, coordination and monitoring of project operations including coordination with the USAID and other pertinent oversight agencies.
- 2.4 The Administrative and technical positions of the Project Management Office, including the position of the Project Coordinator shall be on a full-time and contractual basis.

3. The interim status of the LDAP-DENR Steering Committee (not formally organized) and the Technical Working Group on LDAP-DENR Component, (created through Special Order No. 289 series of 1991) shall automatically terminate with the approval of this Order.

This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary