

**Administrative Order
No. 31
July 03, 1992**

SUBJECT : Guidelines on the Organization and Functions of the Policy Units for the Policy Development System in the Department of Environment and Natural Resources

Sec. 1 Basic Policy

Pursuant to Executive Order No. 192 and DENR Administrative Order No. 1 dated June 10, 1987 and January 13, 1988, respectively, the Department of Environment and Natural Resources (DENR) is the primary government agency mandated to be responsible for the conservation, management, proper use and sustainable development of the country's environment and natural resources. In view of the magnitude and complexity of its mandate, this can only be achieved through the formulation of sound policies. Thus, policy formulation and development, based on accurate information verified at field level, is the cornerstone to developing consistent and sustainable planning for the management of the environment and natural resources sector.

Sec. 2 Objectives

General Objectives

To institute a Policy Development System, herein referred to as PDS, as an integral part of DENR's planning process taking into consideration the identified institutional, resource and system issues, relevant to its implementation through the central, regional and provincial levels.

Specific Objective

To provide specific guidelines for the organization and functions of the different policy units in the Department.

Sec. 3 The DENR Organization and its Policy Formulation Process

The national policy formulation process in the DENR may undergo various stages and pass through various levels as described below:

3.1 DENR Executive Committee

As mandated, the Secretary is the Chief Executive Officer of the DENR and has the authority and responsibility to carry out the mandates of the Department, discharge its powers, authorities and functions and accomplish its objectives. He has the authority to undertake national policy decisions on behalf of the DENR.

The Secretary is assisted by the Undersecretaries and Assistant Secretaries. With the Secretary as Chairman, the abovementioned officials compose the DENR Executive Committee or EXCOM. The EXCOM is the central policy decision-making body of the DENR.

If the need arises, other officials/personnel are also invited during EXCOM meetings.

3.2 Policy Studies Service

The Policy Studies Service (PSS), as promulgated by DENR Administrative Order No. 1, Series of 1988, is responsible for formulating policy recommendations and strategies for the conservation, management, efficient and effective use, and sustainable development of the environment and natural resources. It is the focus for policy work and coordination in the central and field offices of the DENR.

The PSS has two component divisions which are the Policy Studies Division and the Policy Analysis and Coordination Division.

3.2.1 Policy Technical Working Group

To ensure maximum involvement and participation of the different offices/units of the DENR in policy formulation, the Policy Technical Working Group, hereafter referred to as PTWG, created by virtue of Special Order No. 269, Series of 1990, is hereby strengthened. It shall be composed of senior technical personnel or planning officers representing, on a permanent basis, the major units/offices of the DENR Central Office and planning units of the staff Bureaus described/created under Administrative Order No. 1, Series of 1988 and subsequent amendments thereto. These units/offices include the Office of the Secretary, Office of the Undersecretary for Field Operations, Office of the Undersecretary for Planning, Policy and Natural Resources Management, Office of the Undersecretary for Project Management, Office of the Undersecretary for Environment and Research, Special Concerns Office, and the staff Bureaus. Representatives from other units/offices which are not mentioned herein may attend PTWG meetings from time to time to provide technical expertise on relevant policy matters.

Every permanent member of the PTWG shall be recommended by the concerned unit/office's Head and his/her membership to the PTWG shall be formalized through a Special Order to be issued by the Secretary. The PTWG shall be chaired and co-chaired by the Chief of the Policy Studies Service and the Chief of the Policy Studies Division, respectively.

It is the primary role of the PTWG to act as the central clearing house for all proposed DENR policy issuances and position papers. It may also review existing policies on ENR and provide relevant recommendations on same. In this regard, the PTWG shall meet at least twice a month or as the need arises at a time and date agreed upon by its members.

To carry out the foregoing, it shall have the following functions and responsibilities:

- a. Draft/formulate proposed ENR issuances, presidential directives and legislation;
- b. Discuss/deliberate and provide inputs, comments and recommendations to proposed ENR issuances, presidential directives and legislation emanating from other DENR Units/Offices, staff bureaus, attached agencies and other offices;
- c. Consult other agencies and institutions and other interest groups in the process of deliberation and discussion. Consonantly, the PTWG shall coordinate the conduct of public hearings on critical proposed policy issuances whenever necessary;
- d. Prepare the final draft of policy issuances based on the consolidation of comments and recommendations and present same to the DENR Executive Committee (EXCOM) for consideration; and,
- e. Perform such other functions as may be duly assigned.

3.2.1.1 PTWG Secretariat

The PTWG Chairman shall assign personnel from the Policy Studies Service to compose the PTWG Secretariat who shall be tasked to undertake the following:

- a. Keep records of the proceedings of the PTWG meetings and consultations;
- b. Consolidate the comments and recommendations on matters discussed in PTWG meetings and incorporate same in proposed policy issuances, presidential directives and legislation;

- c. Arrange the venue and facilities needed for PTWG meetings;
- d. Prepare the agenda items and collate papers/materials/ documents pertinent thereto for PTWG meetings and consultations; and,
- e. Perform other functions as may be assigned.

3.3 Policy Review Committees (PRCs) of the Staff Bureaus

A Policy Review Committee or PRC shall be formally organized in every staff Bureau. It shall be composed of the Bureau Assistant Director as Chairman, and the Chiefs of all component divisions as members. The Chairman may designate the Vice-Chairman from among the members of the PRC.

The PRC shall provide guidance in the formulation, analysis, and evaluation of sectoral policies. It shall also initiate new sectoral policy proposals and reforms in line with the thrusts of the DENR.

The inputs, comments and recommendations of the PRCs shall be submitted to the Bureau Director for consideration and/or endorsement. Same shall be forwarded to PTWG for discussion.

3.4 Regional Management Committees (RMCs)

In every regional office, a Regional Management Committee or RMC shall be formally organized. With the Regional Executive Director (RED) as its Chairman, the RMC shall be composed of all Regional Technical Directors (RTDs). Its composition may be expanded if deemed necessary by the RED to include the Provincial Environment and Natural Resources Officers (CENROs) within the RED's jurisdiction.

This Order does not limit the functions of the RMC. It may also be the forum for discussion and/or approval of matters which may not be policy-related such as the preparation of work and financial plans, consideration/ approval of reforestation applications, and others.

3.5 Policy Liaison Units (PLUs)

In institutionalizing the PDS, Policy Liaison Units or PLUs are hereby created in the central Planning and Policy Studies Office (PPSO), Special Concerns Office (SCO), National Program Coordinating Office (NPCO), National Coordinating Office for the Integrated Social Forestry Program (NCO-ISF), the staff Bureaus, and the Regional

Offices, pursuant to DENR Memorandum Order No. 8, Series of 1990 (Formation of Department-Wide Policy Units headed by Policy Liaison Officers).

A Policy Liaison Officer or PLO shall be designated to serve as the head and focal person of every PLU. An alternate PLO among the PLU members may be assigned to assume the PLO's functions in his/her absence.

A Policy Liaison Officer shall also be designated each for Public Affairs Office (PAO), Head Executive Assistant's Office of the Office of the Secretary (HEA/OSEC), Legislative Affairs Office (LAO) as well as the attached agencies which are the Natural Resources Development Corporation (NRDC), National Mapping and Resource Information Authority (NAMRIA), and National Electrification Administration (NEA).

Any other unit/office not mentioned herewith shall also assign a PLO upon request of its Head and the subsequent approval of the Secretary to that effect.

Sec. 4 Staffing Pattern, Functions and Responsibilities of Policy Liaison Units/Policy Liaison Officers

The PLU/PLO's should be those personnel who can assume the task of developing an effective network for policy coordination, consultation and feedback. The staffing pattern for each level and the corresponding functions and responsibilities are provided below:

4.1 Central Policy Liaison Unit (CPLU)

The Central Policy Liaison Unit, herein referred to as CPLU, and thus created, shall be composed of at least three (3) representatives from the Policy Service and one (1) representative each from the Project Development and Evaluation Division (PDED) and Planning and Programming Division (PPD). The members of the CPLU and its PLO are to be designated and/or its membership may be expanded by the Secretary. The CPLU shall be under the direct supervision of the Chief of the PSD.

The CPLU shall have the following functions and responsibilities:

- a. Coordinate with PTWG on the status of proposed/reviewed ENR policies;
- b. Coordinate and monitor the PLUs/PLOs of the Special Offices, staff Bureaus, Attached Agencies and the Regional Offices in the carrying out of the latter's functions and responsibilities;

- c. Disseminate policy issuances and publications to the central and field offices, clientele/beneficiaries and other interested/concerned persons/parties;
- d. Solicit feedback and respond to issues submitted to the Central Office by the staff Bureaus and Regional Offices;
- e. Coordinate the monitoring of policy implementation and policy impact evaluation with the DENR's regional, provincial and field offices, program and project sectors;
- f. Coordinate and monitor the preparation and updating of the policy databank;
- g. Attend policy-oriented conferences/workshops/seminars and the like; and,
- h. Perform other related functions as may be duly assigned.

4.2 Policy Liaison Units in the Staff Bureaus

For the staff Bureaus, the PLU members shall be designated by the Bureau Directors, preferably one technical staff from each component division or as may be deemed necessary to carry out their functions effectively. The PLO should also be designated by the concerned Bureau Director.

The Bureau PLUs shall have the following functions and responsibilities:

- a. Facilitate the formulation/development of policies and approval of the same by the Bureau Director;
- b. Assist the CPLU in monitoring policy implementation;
- c. Assist in institutionalizing linkages with other government offices, non-government organizations (NGOs) and private parties;
- d. Act as Technical Secretariat for the PRC of the Bureau concerned;
- e. Conduct consultations with different offices/Regions regarding matters on policy studies;
- f. Establish and regularly update the data base of policies, guidelines/issuances to facilitate reference and retrieval;
- g. Submit policy-related articles and write-ups to the Policy Studies Service;

- h. Attend policy-oriented conferences/workshops/seminars and the like;
- i. Disseminate policy issuances and publications to all units of the Bureau;
- j. Coordinate policy proposals from Technical Divisions; and,
- k. Perform other related functions as may be duly assigned.

4.3 Policy Liaison Units/Officers in Special Offices and Attached Agencies

The members of the PLUs and/or the PLOs of the Special Offices and Attached Agencies mentioned under 3.6 of Section 3 of this Order, shall be designated by the respective Heads of Office.

4.3.1 The PLUs/PLOs of Special Offices shall have the following functions and responsibilities:

- a. Assist the CPLU in monitoring policy implementation;
- b. Facilitate approval of policies by their respective heads of office;
- c. Participate the PTWG meetings and update superiors of what has been agreed upon during the meetings;
- d. Attend consultations conducted by different offices;
- e. Attend policy-oriented conferences/seminars/workshops and the like;
- f. Conduct practical or applied policy studies when called for or when necessary;
- g. Submit policy-related articles and write-ups to the Policy Studies Service;
- h. Disseminate and post policy issuances for the information of their respective office; and,
- i. Perform other related functions as may be duly assigned.

4.3.2 The PLOs of Attached Agencies shall have the following functions and responsibilities:

- a. Provide the necessary information that will facilitate deliberation/evaluation of policy issues to guide the decision-making process of the agency;
- b. Assist in the conduct of practical or applied policy studies particularly on the impact of such policies in carrying out the agency's mandate/mission;
- c. Submit policy-related articles and write-ups to the Policy Studies Service.
- d. Represent the agency in PTWG meetings whereby policies and proposals affecting the agency are discussed/ deliberated;
- e. Attend consultative meetings and hearings on issues affecting the Agency;
- f. Conduct practical or applied policy studies when called for or when necessary;
- g. Attend the Agency's Executive Committee meetings, staff meetings, management conferences and policy-oriented conferences/seminars/workshops and the like.
- h. Perform other related functions as may be duly assigned.

4.4 Policy Liaison Units in Regional Offices

The PLUs of the Regional Offices shall be composed of one (1) representative from each ENR sector, one (1) representative from the Legal Division, and one (1) contact person from each component PENR and CENR Office. The Regional PLUs and their corresponding PLOs shall be designated by the concerned Regional Executive Directors.

The Regional PLUs shall have the following functions and responsibilities:

- a. Seek and provide feedback on policy related issues/problems from field offices, other government agencies and private sectors on a regional level which need top management decision/resolution;
- b. Serve as links between the central and field offices, other government agencies and private sectors;
- c. Attend meetings of the concerned Regional Management Committee (RMC) and act as Secretariat for policy matters discussed thereat;
- d. Attend policy-oriented conferences/workshops/seminars and the like;
- e. Conduct practical or applied policy studies when called for or when necessary;

- f. Submit policy-related articles and write-ups to the Policy Studies Service;
- g. Compile regional orders and policies and take charge of the regional policy databank; and,
- h. Perform other related functions as may be duly assigned.

In addition to the foregoing, the regional PLO shall sit as member of the ENR-Sector Planning Group (SPG) created by virtue of Special Order 247, Series of 1991, as amended.

Sec. 5 Administrative Matters

To realize the objectives of the creation of the PLUs/PLOs, the following administrative procedures shall be followed:

5.1 Policy Development System (PDS) Manual of Operations

A Policy Development System Manual of Operations, herein referred to as the PDS Manual, shall be issued to serve as a guide for the DENR officials, PLUs/PLOs, and other staff/personnel on the policy organizational structure of the DENR, its policy formulation, monitoring and evaluation processes, data-banking of policies, the mechanisms for policy coordination, consultation and feedback, and policy manpower-development.

The CPLU, in consultation with the different PLUs/PLOs, shall modify and/or update regularly the PDS Manual to fit future policy reforms and needs.

5.2 Reporting System

The PLUs/PLOs of the various units/offices in the central and field levels shall submit regularly to the CPLU reports relevant to the undertaking of their functions and responsibilities. The frequency and format of said reports shall be prescribed under the aforementioned PDS Manual.

5.3 Financial Support

Funds for the conduct of PLU/PLO functions and responsibilities shall be incorporated under the regular financial plans of the concerned Central, Bureau and Regional Offices.

Sec. 6 Transitory Provisions

To ensure the continuity of operations, the present PTWG members and PLUs/PLOs shall remain as such until other personnel are designated by the proper authorities provided under this Order.

Other offices/units shall designate their respective PTWG representatives and/or PLUs/PLOs within fifteen (15) days from approval of this Order.

Sec. 7 Repealing Clause

All orders, memoranda and circulars which are inconsistent herewith are hereby revoked or amended accordingly.

Sec. 8 Effectivity

This Order shall take effect immediately.

VICTOR O. RAMOS
Acting Secretary