

**Administrative Order  
No. 01  
January 13, 1993**

**SUBJECT : Creating the Organizational and Management Structure for the Implementation of the Monitoring and Enforcement Component (MEC) of the ENR-SECAL Program in Regions 4, 7 & 8**

In the interest of the service and to ensure the effective implementation of the Monitoring and Enforcement Component (MEC) of the ENR-SECAL Program in Regions 4, 7 and 8, the following structure, functions, responsibilities and authorities are hereby defined as follows:

**A. THE REGIONAL PROGRAM MANAGEMENT OFFICE (RPMO)**

A Regional Program Management Office shall be created to have the primary responsibility of managing and supervising the effective implementation of all activities towards the attainment of the goals and objectives of the Monitoring and Enforcement Component of the Program. It shall be composed of the following:

1. Regional Program Director
2. Regional MEC Coordinator
3. Management Support Unit
4. Special Task Group
5. Technical Assistance Team for MEC
6. Sub-component Counterparts

**A.1 Regional Program Director (the RED)**

**Duties and Responsibilities**

1. Appoint the program personnel per DBM approved plantilla and ENR-SECAL Program guidelines;
2. Designate existing units/staff within the region to provide assistance/serve as counterpart in the implementation of MEC activities;
3. Execute the policies and guidelines promulgated by the ENR-SECAL Steering Committee;

4. Exercise management control to ensure that program inputs are provided adequately and on time;
5. Organize, mobilize and give direction to the Special Action Group (STAG) as well as to the consultants;
6. Assure that MEC activities is coordinated with other ENR-SECAL Program Component as well as in the overall DENR operations;
7. Represent the DENR in the Multisectoral Forest Protection Committee at the regional level; and
8. Submit reports to the ENR-SECAL Steering Committee.

#### **A.2 Regional MEC Coordinator**

The Regional Technical Director for Forestry shall concurrently act as the Regional Program Director in the exercise of his functions and responsibilities. He shall be responsible in supervising the day-to-day activities of the RPMO. Primarily it shall perform the following duties and responsibilities:

1. Oversee, facilitate and coordinate the implementation of the MEC Component in the region;
2. Coordinate with concerned implementing units for the preparation of the component's overall development and operations plan;
3. Coordinate with concerned implementing units for the preparation of the component's annual work and financial plans;
4. Review the submitted plans of the implementing units and consolidate into an integrated plan for the component;
5. Coordinate with concerned implementing units the identification of the component's required resources;
6. When necessary, act as counterparts of consultants in the implementation of the 4 sub-components;
7. Monitor field operations of all implementing units in the region as well as other activities related to illegal logging;

8. Identify problems/gaps affecting project implementation and recommend courses of action; and
9. Provide reports/feedback to the MFPC and top management on information generated at all levels and on subsequent policy instructions issued.

**A.3 The Management Support Unit (MSU)**

A Management Support Unit (MSU) shall be established under the supervision of the Regional MEC Coordinator. It shall perform the following functions:

1. Collect data and other relevant information on the sub-components existing in the Region;
2. Classify, process and analyze data and information gathered and provide regular and special reports to the Regional Program Director;
3. Based on data/information analyzed, recommend necessary actions for effective implementation of the program;
4. As necessary provide feedback to the sub-components of the program;
5. Keep and maintain all data/information and records on the program for ready use of concerned DENR Offices; and
6. Act as Regional MFPC Secretariat.

**A.4 The Special Task Action Group (STAG)**

The STAG shall be headed by the Task Coordinator for Operational Services sub-component. It shall perform the following functions:

1. Conduct regular ground surveillance activities and gather, consolidate and analyze intelligence data/information from field units;
2. Serve as the ground enforcement counterpart of the aerial/water surveillance group and see to it that the operation is coordinated with all concerned parties;
3. Conduct apprehension, seizure/confiscations of illegally cut/sourced forest products;

4. Gather evidences against violators of forest laws, rules and regulations for the eventual filing of cases;
5. Coordinate with other law enforcement agencies where their assistance is deemed necessary for the success of the campaign; and
6. Submit a report immediately after any operation.

The STAGs are authorized to enlist the services or assistance of DENR field personnel as the need arises including the use of DENR vehicles currently assigned to field offices in the conduct of their operations/law enforcement campaign.

#### **A.5 The Technical Assistance (TA) Team for MEC**

The Technical Assistance Team for MEC shall provide all the necessary assistance as stipulated in their Contract of Services and Terms of Reference. They shall report to the Regional Program Director and work closely with their DENR counterparts. They shall see to it that the necessary expertise is being transferred to their counterparts. Among others, the TA Team shall perform the following functions;

1. Set-up Regional, Provincial and Community based Multi-Sectoral Committees that will monitor and coordinate forestry law enforcement and monitor forest products harvesting and processing activities;
2. Assist in identifying and promoting alternative livelihood programs in communities dependent upon illegal forest activities;
3. Assist the Regional Office in its public awareness programs;
4. Develop operational plans and procedures, administrative orders, implementing guidelines, procedural directives and operations manual for coordinated use of aircraft, boats and ground transport in operations support of MEC-SECAL;
5. Ensure that the use of the aerial surveillance and marine operations equipment is within the approved schedule;
6. Develop a system for computing and reporting data derived from the MFPC and install telecommunication links for transferring data and reports to and from the various management levels of the DENR;

7. Provide planning and technical assistance for the development of a comprehensive integrated radio and telephone system;
8. Facilitate the appointment of judges to try forestry law cases, the deputation of prosecutors and private lawyers to process cases through the courts and to strengthen investigatory procedures;
9. Organize and conduct legal workshops to update judges, prosecutors, police and military officers on forestry laws;
10. Assist DENR lawyers in the prosecution of cases on forest laws violation; and
11. Submit necessary report to concerned authority/office.

#### **A.6 The Sub-Components Counterparts**

##### **A.6.1 Multisectoral Forest Protection Committee (MFPC) Sub-Component Counterpart**

###### **Duties and Responsibilities**

1. Oversee and facilitate the implementation of the subcomponent in the region;
2. Jointly work as counterpart of the consultants in all phases of the MFPC operations as specified in the TOR;
3. Monitor and validate progress of work and review reports/findings of TAs and recommend action;
4. Facilitate submission of field reports and provide RPU copies of said reports for processing, storage and retrieval; and
5. Prepare periodic assessment and progress report of the sub-components for submission to appropriate authority/office.

##### **A.6.2 Operational Service Sub-Component Counterpart**

###### **Duties and Responsibilities**

1. Oversee and facilitate the implementation of the sub-component in the region;

2. Work hand in hand with the consultants on the aerial, ground and marine operations;
3. Together with the consultants develop operational plans and procedures and systems for the coordinated implementation of the aerial, water and ground surveillance activities;
4. Shall perform as the Special Task Group (STAG) Leader;
5. Establish linkages with other programs/agencies dealing with forestry law enforcement;
6. Review TA reports and performance and recommend necessary actions;
7. Convene quarterly meetings with consultants to discuss operation and management issues/problems;
8. Prepare periodic status/assessment report of the sub-component and recommend necessary policy actions; and
9. Implement special instructions from the Secretary/Usec for Field Operations.

#### **A.6.3 Legal Technical Assistance Sub-Component Counterpart**

##### **Duties and Responsibilities**

1. Oversee and facilitate the implementation of the sub-component in the region;
2. Work in close coordination with the consultants in all phases of the Legal TA activities;
3. Facilitate/participate in the conduct of all trainings and workshops to be conducted under the sub-component;
4. Provide needed information on illegal logging cases as well as on environmental/forestry laws and policies;

5. Review and evaluate workshops/training modules of the TA;  
and
6. Prepare periodic status/assessment report of the sub-component/TA and recommend necessary policy actions for submission to appropriate authority/office.

#### **A.6.4 Communications Sub-Component Counterpart**

##### **Duties and Responsibilities**

1. Oversee and facilitate the implementation of Communications aspect of the Log Control Monitoring System Sub-component of the Program in the region;
2. Closely coordinate with the consultants and provide information/data needed in the review, development and installation of the comprehensive integrated radio and telephone system; and
3. Prepare and submit periodic status/assessment report for submission to appropriate authority/office.

#### **B. PROVINCIAL/MUNICIPAL FIELD IMPLEMENTING UNITS**

The concerned PENR Officers and CENR Officers shall be designated as MEC Coordinators at the provincial and community level, respectively. They shall represent the DENR in the Multi-sectoral Forest Protection Committees within their respective areas and provide such information required by the committees, as may be applicable.

Appropriate field implementing units (e.g. provincial and municipal STAGs, MEPC Secretariats, etc.) shall also be designated by the Regional Program Director within the concerned PENRO/CENRO as may be determined during the course of Program implementation.

The corresponding organizational structure is hereby appended.

**C. OTHER PROVISIONS**

This order shall conform with the provisions of the General A. O. No. 1, Series of 1991 (Delegation of Authority Regarding Financial Matters and Administrative Matters at the Department Proper) and DAO No. 38 Series of 1990 (Revised Regulations on the Delineation of Functions and Delegation of Authorities) and other rules and regulations as may be applicable.

This order shall take effect immediately and supersedes all orders/issuances inconsistent herewith.

**ANGEL C. ALCALA**  
Secretary

**Recommending Approval:**

**RICARDO M. UMALI**  
Senior Undersecretary