

Administrative Order
No. 27
January 10, 1993

SUBJECT : Creating the Organizational and Management Structure for the Implementation of the ENR-SECAL RRMP in the DENR-Cordillera Administrative Region

In view of the need to strengthen the implementation of the ENR-SECAL RRMP at various levels of DENR operating structure and in cognizance of the provisions of DAO # 42 defining the Organizational and Management Structure for Region I and CAR, an organizational structure together with the defined functions, authorities and responsibilities therein applicable for DENR-CAR are hereby adopted and defined as follows:

A. CORDILLERA EXECUTIVE BOARD-Committee on Environment and Natural Resources (CEB-CENR)

The existing Cordillera Executive Board-Committee on Environment and Natural Resources (CEB-CENR), to be supplemented by the representatives of Cordillera Regional Assembly (CRA) and other National Line Agencies (NSAs), shall be solicited to provide the following supportive functions for the operations of the Regional Resource Management Program (RRMMP):

FUNCTIONS

1. Review/approve the overall ENR-SECAL Regional Development Plan and review the Annual WFP;
2. Promulgate policies and guidelines in accordance with the overall policies of the program;
3. Resolve regional program issues and secure inter-agency support and participation of the program activities;
4. Facilitate the regional program budget's process through the regular GOP budgetary procedures;
5. Facilitate the identification of other direct donor or cofinancing agencies as sources of funds for project sites not initially mobilized and for

expansion of projects within identified watershed and to other watershed sites;

6. Decide upon recommendation of the Provincial ENR Council when a province can take over management of its project site/s.
7. Conduct regular review of policy & institutional matters related to RRMP to monitor the effectivity of the reforms and to institute corrective measures as required; and
8. Call on and invite other concerned agencies to support the program.

A.1 REGIONAL PROGRAM MANAGEMENT OFFICE (RPMO)

The Regional Program Management Office shall be composed of the following:

1. Regional Program Director - Regional Executive Director
2. Regional Program Coordinator & Deputy Program Director - (RTD-FMS)
3. Regional Program Management Committee - composed of the RED and all RTDs and PENROs in the region
4. Regional Field Operations Coordinator (RFOC)
5. Regional Technical, Planning and Administrative Coordinator (RTPAC)
6. Regional Natural Resources Access and Training Coordinator (RNRATC)
7. Technical/Administrative Support Staff

Overall Function

1. Manage the overall implementation of the program in the Region;
2. Monitor and evaluate the performance of the implementing unit of the RRM component as well as the TA component and prepare progress report for submission to the CEB-CENR oversight councils/committees, and National Program Management Office;
3. Coordinate the activities of participating regional agencies (e.g. DILG, DA, DAR, DECS etc.) as well as private institutions/NGOs for the implementation of the Program;

4. Review and consolidate the overall strategic plans and Annual Work Plans and Programs of the RRMP component at various level and prepare a Regional Strategic Plan and Annual Work and Financial Plan for submission to the Regional Program Committee and the National Program Management Office for funding;
5. Provide technical supervision and training/IEC support to program staff and participants;
6. Hire staff in accordance with the set guidelines/ criteria by the National Program Steering Committee;
7. Develop in collaboration with TAG appropriate management system i.e. MIS; PBME; Administrative, Planning and Finance System;
8. Manage the issuance of appropriate security of land tenure within the project sites;
9. Coordinate with OGAs such as DTI, DILG, DAR, DA, NIA, etc. in the provision of support services to target communities for both Infrastructure and Agro-Livelihood component of the project.

A.2 REGIONAL PROGRAM DIRECTOR

Duties and Responsibilities

1. Appoint the program personnel per DBM approved plantilla and ENR-SECAL program guidelines;
2. Designate existing DENR Regional units and staff who shall provide assistance in the implementation of program activities;
3. Execute the policies and guidelines promulgated by the Regional Program Management Committee and the ENR-SECAL Steering Committee;
4. Exercise management control functions to ensure that the program inputs are provided adequately and on time;
5. Enter into contracts for goods and services needed by the program within the existing guidelines and regulations of DENR and oversight

agencies particularly COA, DBM, and NEDA and those set forth by the Steering Committee;

6. Enter into a Memorandum of Agreement with other Regional Line Agencies, Local Government Units, whenever necessary for the implementation of RRMP components.
7. Preside over all meetings of the ENR SECOM.

A.3 Program Coordinator & Deputy Program Director

Duties and Responsibilities

1. Assist the Program Director in the exercise of his functions and responsibilities
2. Coordinate project activities of the RRMP component with other agencies and local government units as well as liaise with the National Program Management office and other National offices;
3. Assume the functions of the RPD in the absence of the latter;
4. Oversee the execution of policies and guidelines promulgated by the Regional ENR-SECOM and the National Program Management Office;
5. Assist the Regional Program Director in the overall implementation of ENR-SECAL Project regionwide;
6. Apprise on a regular basis the Program Management Committee and the Program Director on the status of project implementation.

A.4 Regional Program Management Committee (RPMC)

A Regional Program Management Committee shall be created and shall be composed of the RED as Chairman and the RTD-FMS as Co-Chairman and all other RTDs and PENROs as members.

Overall Function

1. The committee shall serve as the adviser of the Program Director on matters pertaining to all aspects of project implementation;

2. Review the ENR-SECAL Regional Development Plan and Annual Work and Financial Plan prior to its submission by the Regional Program Director to the CEP-CENR;
3. Act on issues and matters brought to its attention affecting the program implementation;
4. Formulate specific set of indicators as a guide in determining the capability of a province to take over the management of project sites.

A.5 Technical/Administrative Support Staff (T/ASS)

As this corresponds to the existing structure of the DENR comprising of the Technical, Administration, Finance/Accounting and Planning, it will provide the necessary complementary and support services pertaining to the implementation of the Program at the Regional level. Provision of the needed support services shall be coordinated by the Regional Technical, Planning and Administrative Coordinator (RTPAC).

A.6 Regional Technical, Planning and Administrative Coordinator (RTPAC)

Duties and Responsibilities

1. Coordinate closely with the component consultants for the effective implementation of the project;
2. Assist the RPMC in collaboration with the TAG in the formulation of specific sets of indicators in determining the capability of a Province to manage a project;
3. Coordinate with appropriate sectors of the DENR in the conduct of researches that will accelerate RRMP implementation;
4. Secure the assistance of other sectors of the DENR in resolving issues that affect the RRMP implementation;
5. Facilitate the coordination with the CEB-CENR and other inter-agency committees including the Development Committees and Sub-Committees of the CEB and other project initiated task forces (from DENR, DA, DAR, etc.) in the implementation of RRMP;

6. Monitor and evaluate the implementation of the various field activities through periodic submission of physical and financial reports of the WMU, CENRO, and PENRO levels;
7. Review Municipal/Provincial Work and Financial Plans and Program, and to consolidate the same to come up with a Regional Work and Financial Plan for submission to the RPMO and PPMO;
8. Coordinate with the Central Office for the timely release of funds necessary in the implementation of RRMP;
9. Control and monitor the efficient disbursement of SECAL funds in coordination with the Finance Division to ensure the attainment of project goals and objectives. Furthermore, he shall see to it that expenses are properly charged and aligned to RRMP activities;
10. Make the proper representations to all concerned offices in the procurement of administrative needs for RPMO and field offices;
11. Participate in development trainings whenever necessary.

A.7 Regional Field Operations Coordinator-RFOC (PDO V)

Duties and Responsibilities

1. Assist the project field units and participating agencies involved in program implementation to internalize the project development process of RRMP;
2. In coordination with the TAG, develop effective methods and techniques in Community Organizing at the field level;
3. Conduct process documentation of various site development component in coordination with the TAG;
4. Assist in the formulation of project evaluation techniques and apply the same in the periodic preparation evaluation of the site development plans;
5. Coordinate the activities of the RRMP at the field level;
6. Monitor the progress of implementation of the site development plan;

7. Monitor the indicators formulated by the RPMC in determining the capability of the Province to take care management of the project;
8. Participate in all the training activities of the program;
9. Facilitate the identification of technical assistance and research activities on Agroforestry/livelihood to the project sites;
10. Supervise in the activities of Regional Project Evaluation Officer II;
11. Facilitate the province of technical assistance to concerned PENRO's, CENRO's WMU, MPDO, Site BDU's and clientele especially to the Multi-Agency Core teams at the municipal level.

A.8 Regional Project Evaluation Officer II (PEO II)

Duties and Responsibilities

1. Monitor the accomplishment on a monthly/quarterly/ annual basis of all ENR SECAL Projects in the Region to check the progress of work done at the field level;
2. Evaluate work performance of WMU/BDU and contracted NGOs of ENR SECAL Project and recommend corrective measures should there be any to improve the operation of the project;
3. Assist the Regional Technical, Planning and Administrative Coordinator and the planning unit in the preparation of Annual Work and Financial Plan and each attendant, reprogramming should the need arises;
4. Prepare and consolidate in coordination with the PAC the prescribed monthly/quarterly/annual reports coming from field offices and its subsequent endorsement to the National Program Management Office;
5. Participate in all the training endeavors of the Region;
6. Perform other function that may be assigned.

A.9 REGIONAL NATURAL RESOURCES ACCESS AND TRAINING COORDINATOR (RNRATC)

Duties and Responsibilities

1. Facilitate and coordinate the issuance of appropriate security of land tenure line CSC, land patent, FLMA, CALC, etc. with PENROs/CENROs and all concerned offices;
2. Coordinate with HRD and TAG in the preparation of training designs/needs analyses and in the conduct of same to RRMP staff and project beneficiaries;
3. Coordinate the conduct of training and orientation of LGUs, NGOs, staffs and beneficiaries in coordination with TAG, HRD and RPAO;
4. Facilitate and provide technical assistance in the conduct of training, community organizing and IEC activities in coordination with RTPAC, RFOC and concerned PENROs/CENROs;
5. Identify and prepare ISF areas for possible expansion/radiation under the concept of RRMP;
6. Coordinate with the Regional Special Task Force on Ancestral Land (STFAL) and the CENRO 3-Man Committee in the provision of training/orientation to project beneficiaries relative to the acquisition of appropriate security of land tenure over the areas they presently occupy;
7. Coordinate and encourage participation of NGOs in some RRMP activities;
8. Participate in development trainings whenever necessary;
9. Facilitate and provide technical assistance in the provision of alternative livelihood activities to target beneficiaries in coordination with TAG, NGOs, OGAs and all other DENR Offices.

PROVINCIAL LEVEL

B. PROVINCIAL PROGRAM COMMITTEE (PPC)

In consonance with the provision of DAO 30 pertaining to Local Government Code, a Provincial Environment and Natural Resources Committee for shall be organized/created under the aegis of the PDC. The Committee shall be chaired by either the Governor or the PENRO and shall be composed of the following members:

1. Provincial Agriculturist
2. Provincial Agrarian Reform Officer
3. Provincial Engineer
4. Provincial Officer, DILG
5. Provincial Health Officer
6. Provincial Officer, DECS
7. Provincial Planning & Development Officer
8. Chairman, Natural Resources Council - Sangguniang Panlalawigan
9. Provincial Officer, DTI
10. NGO Representative

POWER & FUNCTIONS

1. Review and/approve Provincial Annual Work and Financial Plans and overall Strategic Plan for each WMU;
2. Facilitate inter-agency coordination, cooperation and support particularly in the provision of basic services to pilot communities and radiation sites;
3. Encourage NGO participation pertinent in RRMP-related activities;
4. Monitor the operations and performance of the WMU and other implementing units in the Province and other RRMP related activities;
5. Ensure that the project including its various components is reflected in the Provincial Development Plan and included in the Provincial Annual Investment Plan;
6. Perform other functions identified in the approved MOA between the DENR and the Provincial Government;

7. Provide overall and program direction relative to ENR RRMP implementation at the provincial level;
8. Ensure smooth implementation of project activities related to the LGU institutional strengthening and capacitation.

B.1 Provincial Program Management Office (PPMO)

The Provincial Management Office shall be composed of the following:

1. Provincial Program Officer (PENRO)
2. PENRO Technical Coordinator for the program.
3. Technical/Administrative Staff (Planning, Accounting, Budget)

Functions:

1. Monitor and evaluate the performance of the RRMP units in the Province for submission to the PENRO, RPMO, National Program Management Office, and various oversight councils/committees;
2. Coordinate the activities of participating Provincial Offices as well as private institutions/NGOs for the implementation of the Program;
3. Review and recommend consolidated Work and Financial Plan for submission to the Regional Program Management Office for funding;
4. Facilitate provision of technical and training support to all program staff;
5. Provide the financial requirements of program activities;
6. Monitor implementation of contracts/MOAs in accordance with existing guidelines;
7. Submit monthly, quarterly and annual reports to the Regional Program Management Office;
8. Coordinate project activities with concerned local government units;
9. Enter into contracts for goods and services with NGOs, in accordance with the provision of DAO 38 on matter pertaining to delegated authority.

B.2 Provincial Program Officer (PPO) (PENRO Officer)

Duties and Responsibilities

1. Direct and Supervise the operations of the PPMO;
2. Recommend the designation/appointment of contractual and/or regular personnel to the RRMP;
3. Execute the policies and guidelines promulgated by the Provincial and Regional Program Committee and the ENR SECAL Steering Committee;
4. Exercise management control functions to ensure that inputs are provided adequately and on time;
5. Report to the Provincial Environment and Natural Resources Council, Regional Program Director on activities conducted relative to the implementation of the ENR SECAL Program.
6. Attend to the regular meeting of the PENRO in his capacity as Co-Chairman of the council;
7. Perform the functions inherent to the PPMO.

B.3 PENRO Technical Coordinator (PTC)

1. Assist the Provincial Program Officer (PPO) in the exercise of his functions;
2. Coordinate with the LGUs, PENRO and other concerned Line Agencies on all matters regarding the implementation of the ENR-SECAL Project;
3. Act as the DENR counterpart at the Provincial level on the following activities;
 - a. Institutional strengthening/capacity building for policy, planning, project development and resource generation;
 - b. Implementation management and supervision assistance;

- c. Monitoring and Evaluation assistance;
- 4. Perform other functions that may be assigned.

B.4 Project Evaluation Officer II (PEO II) (PENRO Level)

Duties and Responsibilities

1. Evaluate work performance of WMU/BDU and contracted NGOs and recommend corrective measures should there be any to improve the functions of the project;
2. Monitor the accomplishment on monthly/ quarterly/annual basis of ENR SECAL Projects in the Province to check the program of work done at project level (WMU/BDU) and submit report to the PENRO;
3. Assist the PENRO Technical Coordinator and the Planning Unit of the PENR Office in the preparation of the Annual Work and Financial Plan and the corresponding reprogramming of same;
4. Prepare and consolidate prescribed monthly/ quarterly/ annual reports coming from CENRO/WMU/BDU and its subsequent endorsement to the Regional Program Management Office;
5. Participate in all training activities in the Province;
6. Perform other functions that may be assigned.

MUNICIPAL LEVEL

C. Municipal Program Committee (MPC)

The MENRPC RRMP shall be headed by either the Municipal Mayor or the CENRO and shall be composed of the following as members;

1. Vice Mayor
2. MPDO
3. Representatives of Community Organization and People's Organization in key barangays
4. Municipal Line Agencies and
5. Other Government Agencies

6. Local NGO's

Power and Functions

1. Promulgate policies applicable to the area in accordance with the program's policies and guidelines;
2. Facilitate inter-agency coordination and cooperation in the provision of services that are needed in the project sites;
3. Oversee implementation of regular program activities in the Municipality;
4. Approve the WMU Strategic Plan and Annual Work and Financial Plan for submission to the PPMO and RPMO;
5. Encourage NGO and inter-agency participation;
6. Ensure that the project including its various components is reflected in the Municipal Development Plan and to be included in the Municipal Annual Investment Plan.

C.1 Municipal Program Management Office (MPMO)

Composition and Structure

The Municipal Program Management Office shall be composed of the following:

1. CENR Officer
2. Project Coordinator (Full-time) (CENRO-based)
3. WMU Manager (Full-Time) (PDO III)
4. Technical and Administrative Support Staff
5. STFAL Three-Man Committee

Duties and Responsibilities

Community Environment and Natural Resources Officer (CENRO)

Municipal Program Officer

1. Supervise and support the operation of WMUs including its Technical and Administrative Staff;
2. Designate existing CENRO units and staff who shall provide assistance in program implementation;
3. Execute the policies and guidelines promulgated by the Municipal, Provincial and Regional Program Committee as well as the ENR SECAL Steering Committee;
4. Report to the Municipal ENRC/Provincial Program Coordinator on activities conducted relative to the implementation of the ENR SECAL Program;
5. Enter into contract for goods and services with the community organizations/NGOs and the like in the implementation of RRMP activities in accordance with the provision of DAO 38;
6. Responsible for all property, asset and financial accountabilities accruing to the WMU for project purposes.

C.2 CENRO TECHNICAL COORDINATOR (CTC)

1. Monitor project progress relative to targets and documents project activities, problems and solutions and relevant learnings in project implementation;
2. Submit regular implementation progress report of the project Municipal ENRC and Provincial Program and Management Office;
3. Coordinates the preparation of the Seven-Year Site Development Plans and Annual Action Plans of the RRMP at the WMU level;
4. Coordinate with the STFAL Three-Man Committee in the provision of appropriate security of land tenure to the beneficiaries in the project sites;

5. Coordinate with the LGUs, MENRC and other Line Agencies on all matters regarding the implementation of the ENR-SECAL project;
6. Act as the DENR counterpart at the Municipal level on the following activities;
 - a. Institutional strengthening/capability building for policy, planning, project development and resource generation;
 - b. Implementation management and supervision assistance;
 - c. Monitoring and Evaluation assistance..
7. Performs other functions that may be assigned.

C.3 WATERSHED MANAGEMENT UNIT (WMU)

The Watershed Management Unit (WMU) shall serve as the focal point of coordination of all support activities to be delivered to the farmer-participant by the DENR, Municipal Extension and Social Services officials of Regional Line Agencies (RLA's) RED, NGO and Consultants.

C.4 WMU Manager (PDO III)

Duties and Responsibilities

Under the direct supervision of the CENRO, he shall:

1. Supervise field activities of the BDU's and Mobilized Communities;
2. Prepare Work and Financial Plan of the WMU based on the Site Development Plans prepared at the BDU level;
3. Assist the Barangay Council and the Barangay Core Group in the preparation of Barangay Development Plan particularly in the ENR-SECAL activities;
4. Prepares periodic program report of ENR-SECAL project for submission to CENRO/PENRO/Regional Office;

5. Recommend measures and strategies to strengthen the implementation of the project at the site level;
6. Participate in all training activities for Community/Participants in the project;
7. Monitor the work/day to day activities of PDO II (infra and Agroforestry/Livelihood) and the Agricultural Technicians II deployed in the Barangay and submit report to the CENRO;
8. Initiate and supervise the implementation and monitoring of the project Plans and Programs in collaboration with the project beneficiaries and also prepare and supervise community contracts for social infrastructure and for on/off-farm agroforestry;
9. Perform other functions may be assigned.

BARANGAY LEVEL

C.5 Barangay Development Program Committee (BDPC)

The BDPC RRMP shall be headed either by the Barangay Captain or WMU Manager and shall be organized as the working arm of the Barangay Development Council. The committee shall be composed of the following members;

1. Some members of the Barangay Council
2. Upland Farmers' Association
3. Women Organization
4. Council of Elders
5. Youth Organization/Kabataang Barangay
6. Religious Group
7. Government Agencies
8. WMU Staff

Power and Functions

1. Assist in Community in preparation of the Barangay Development Plan and in activating the implementation of the plan including the RRMP CBENR projects;

2. Conduct the operations planning and setting of guidelines for implementation of various project components;
3. Exercise supervision over project execution and monitoring of project implementation;
4. Monitor field problems and accomplishments and submit recommendations to the WMU staff and Barangay Council;
5. Perform secretariat functions such as preparation of notices of meetings, resolutions, communications, custody of records and documents, etc. with the assistance from the WMU Staff;
6. Initially manage the community revolving fund.

C.6 Barangay Development Units (BDUs)

The BDU's shall be composed of 2 PDO II and Agricultural Technicians hired by the program. Said Agricultural Technicians shall reside at targeted barangays. Through the support of the CENRO, WMU and consultants, the BDU shall function as follows:

1. Coordinate with the field staff of the designated LGUs, NSAs and other NGOs in the implementation of the project in the core barangays and subsequently in radiation/expansion area;
2. Organize, mobilize and train community members, LGU officers and field workers of line agencies to prepare, undertake and implement the detailed plans and work programs of the barangay;
3. Coordinate with the Barangay Development Council (BDC) in the identification of NGOs, farmer participants and associations in the area who shall be involved in the implementation of the ENR-SECAL Project.

C.7 PROJECT DEVELOPMENT OFFICER II (PDO II)

There shall be two (2) PDO II, one (1) for infrastructure Project and one (1) for Agro-forestry/Livehood, and they shall be under the direct supervision of the WMU Manager.

Duties and Responsibilities

C.7.a Proj. Development Officer II - Infrastructure

1. Initiate the preparation of all infrastructure components of the project;
2. Initiate in the preparation/implementation of approved specific site development plan of the infrastructure component of the project;
3. Participate in the conduct of training to all farmers/clientele in the project site;
4. Assist the WMU Manager (PDO III) in the identification of problems, issues in the implementation of project in the site and recommend corrective measures to ensure the smooth implementation of the program;
5. Perform other functions as the need arises.

C.7.b Project Development Officer II - Agro-Forestry/Livelihood

1. Facilitate the dissemination of appropriate Agro-Livelihood technology to the community;
2. Initiate the preparation/implementation of approved specific site development plan of the Agroforestry-Livelihood component of the project;
3. Participate in the conduct of training to all farmers/clientele in the project site;
4. Assist the WMU Manager (PDO III) in the identification of problems, issues in the implementation of the project and recommend corrective measures to ensure the smooth implementation of the program;
5. Perform other functions as the need arises.

C.8 Agricultural Technicians (AT)

Duties and Responsibilities

Under the direct supervision of the WMU manager, they shall;

1. Participate in the grassroots planning in the locality including the preparation of the community profile, development plan and situational analysis;
2. Take a lead role in organizing farmers and strengthening organized farmers in the community;
3. Coordinate with Field Technicians of other Line Agencies in the area for the delivery of needed social and technical services to the community;
4. Actively participate in the identification/screening of NGOs, POs and association in the project site and recommend those who may qualify for specific development contract;
5. Conduct intensified information and extension activities among community residents;
6. Participate in the identification of training needs of the locality and conduct of same in the area;
7. Work closely with the WMU Technical Staff and other DENR/DA personnel in disseminating environmentally desirable upland technologies;
8. Establish linkages with field personnel of other government or non-government agencies to achieve synchrony and complementarity in development efforts;
9. Maintain a healthy working relationship with the Barangay Council;
10. Perform other functions that may be assigned.

The provision and intent of this Order shall be the guiding operational tool in the implementation of ENR-SECAL RRMP for the DENR-CAR in the next seven (7) years.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommended by:

SABADO T. BATCAGAN
(Regional Program Director)
Regional Executive Director
DENR-CAR