

**DENR Administrative Order
No. 32
September 07, 1994**

**SUBJECT : Creation of an Office to Coordinate DENR
Commitments to Inter-Agency Committees,
Commission, Task Force and Special Projects.**

Pursuant to Executive Order No. 192 which mandates the Department of Environment and Natural Resources (DENR) as the primary government agency responsible for the conservation, management, development and proper use of the country's environment and natural resources, the following guidelines are hereby promulgated.

Sec. 1 Statement of Policy. It shall be the policy of the State to ensure the sustainable development of natural resources and the protection of the environment. This policy could be operationalized by the DENR organization and also through cooperative efforts extended by other government agencies (OGAs) and non-governmental organizations (NGOs).

Sec. 2 Creation of a National Coordinating Office. To achieve the policy enunciated in Section 1 of this Order, there is hereby created an Office which would be in charge of coordinating DENR commitments to inter-agency committees, commission, task force, special projects, working groups, councils and the like.

The Office shall be under the direct supervision of an Executive Director to be appointed by the Secretary; the Executive Director shall have a rank of no less than Director III. The office shall be composed of personnel who will be working on a full-time basis and which are detailed to the Office of the Secretary. The Executive Director is hereby authorized to seek the assistance of other offices, bureaus and/or attached agencies for the detail of personnel who will be the staff members of this office.

The Executive Director reports directly to the Secretary.

The Coordinating Office shall have the following functions and objectives:

- a. to rationalize DENR's representative in inter-agency committees, commission, task forces, special projects, working groups, councils, etc.;
- b. to ensure continuity of representation by having experts and alternates who will regularly represent DENR in meetings, fora, hearings and other similar gatherings;
- c. to preclude inconsistencies in DENR positions, opinion and/or stands on issues which effect the environment and natural resources sector; and,
- d. to make sure that commitments and prompt action on matters which need to be attended to are undertaken.

Sec. 3 Functions of the National Coordinating Office. The unit shall have the following functions:

- a. prepare background information and other pertinent data on the various inter-agency committees, commission, task force, special projects, working groups, councils and the like in which DENR has membership;
- b. monitor the activities and developments affecting the environment and natural resources sector in these committees through reports submitted by the Secretary's representatives;
- c. update and appraise the Secretary immediately of any decision that has to be undertaken, thus facilitating timely action on documents relative to these committees, commission, task force, special projects, working group, councils, etc.,;

- d. keep a directory of representatives and alternates who will regularly represent DENR and attend meetings, conferences, fora, and other functions conducted by these committees so that they will be informed in the shortest time possible;
- e. ensure that commitments are followed through and accomplished;
- f. ascertain that the channels of communication between the Secretary and his representatives are always open for consultations and dialogue; and,
- g. perform other pertinent functions that may be assigned by the Secretary.

Sec. 4 Scope and Coverage. This Order shall cover all inter-agency committees, commission, task force, special projects, working groups, councils, organizations and the like in which DENR has a membership both national and international in scope.

Sec. 5 Transitory Provision. All Offices (Central-based and region-based), bureaus, and attached agencies are directed to submit to the office of the Executive Director a listing of present memberships of their personnel in committees, commission, task force, working groups, or councils in their capacity as representative of the Secretary or by virtue of their positions/designations. They shall also submit background information on such committees in a form to be prescribed by the Executive Director.

As an initial activity, the Coordinating Office shall evaluate the submitted lists and determine whether these fall within its jurisdiction. Thereafter, the Office shall organize itself in such as manner as to effectively fulfill its functions.

Sec. 6 Effectivity. This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary