

DENR Administrative Order
No. 06
March 03, 1995

SUBJECT : Creation of a National Biodiversity Unit Under the Office of the Director, Protected Areas and Wildlife Bureau

In the interest of the service and in order to facilitate and operationalize the Biodiversity Country Study Project, a National Biodiversity Unit (NBU) is hereby created with the following functions, to wit:

1. PAWB Director

- a. Provides direction to the implementation of the Biodiversity Country Study Project;
- b. Provides advice and guidance to the National Coordinator; and
- c. Takes lead in establishing the necessary linkages to attain the goals of the project on time.

2. National Coordinator

- a. Supervises the implementation of the Biodiversity Country Study Project;
- b. Sees to it that the workplan is followed as scheduled;
- c. Develops project management protocols and policies to insure the timely preparation of final outputs;
- d. Reports to PAWB Director; and
- e. Performs other related functions as may be assigned by the Director of PAWB

3. Assistant Coordinator

- a. Administers the day-to-day operations of the project;
- b. Supervises all project staff;
- c. Insures that the project staff produce outputs on schedule;

- d. Insures that the project consultants produce outputs as specified in the Terms of Reference (TOR) and project schedule;
- e. Conducts regular performance evaluation of the project staff; and
- f. Performs other functions as may be assigned by the National Coordinator.

4. Technical Review Staff

- a. Assists the National Coordinator in assessing and reviewing all documents which are considered project outputs.

5. Consultancy Services

- a. Deliver required outputs as per approved Terms of Reference and work schedule.

6. Administrative and Finance Support Staff

- a. Oversees the administrative and financial requirements of the project;
- b. Prepares administrative policies for the project;
- c. Prepares financial policies and reports;
- d. Manages supplies and project records;
- e. Handles procurement matters; and
- f. Performs other functions as may be assigned by the National Coordinator and Asst. Coordinator

7. Book and Country Study Unit

- a. Monitors and evaluates the performance and outputs of the experts and consultants;
- b. Assists the experts and consultants by way of constant reminders vis-a-vis required outputs;
- c. Facilitates the conduct of workshops, seminars and meetings relevant to the project requirements;

- d. Coordinates with various government agencies/ organizations, non-government organizations, local government units, individuals as well as international organizations/institutions as necessary and as required by the project; and
- e. Oversees the preparation of the Biodiversity Book.

8. Strategy and Action Plan Unit

- a. Monitors and evaluates the performance and outputs of the experts and consultants;
- b. Assists the experts and consultants by way of constant reminders vis-a-vis required outputs;
- c. Facilitates the conduct of workshops, seminars and meetings relevant to the project requirements;
- d. Coordinates with various government agencies/ organizations, non-government organizations, local government units, individuals as well as international organizations/institutions as necessary and as required by the project; and
- e. Oversees the preparation of the Country Study Strategy and action plan.

This Order revokes DENR Special Order No. 1699, Series of 1994 and supersedes all other instructions and orders inconsistent herewith.

This Order takes effect upon approval and terminates after completion of the project in November, 1995.

ANGEL C. ALCALA
Secretary