

DENR Memorandum Order

No. 96-12

June 21, 1996

SUBJECT : Identification of Documents to be Signed by the CFP Program Director and National Program Manager

In the interest of the service and to effect an efficient flow of communication regarding Community Forestry Program at the national level, the documents to be signed by the CFP Program Director of the Director of Forest Management Bureau and the National Program Manager are hereby identified as follows:

For the Program Director's signature or initials,

1. policy recommendations
2. periodic program accomplishment reports
3. all contracts/agreements/plans referred by regional offices
4. travel order/expenses vouchers of the national program manager
5. contracts of service, hiring of staff
6. special orders
7. certificates of attendance or participation to CFP sponsored training
8. memoranda of instruction from the Undersecretary, Field Operations to regional officials
9. workplan and budgetary proposals
10. letters of commendation
11. others, that the concerned Undersecretary may delegate

For the National Program Manger's signature

1. travel expenses vouchers of NCCO staff
2. travel orders, itinerary of travel of staff
3. requisitions of issuance of voucher
4. time cards of staff
5. trip tickets
6. payroll, petty cash voucher
7. memoranda of referral, reply from other institutions and regional office inquiries, except those requiring higher level signatories such as those for Congressmen and the like
8. radio messages
9. notices of meeting
10. letters of inquiries
11. others, that the program director may delegate

The Program Director and the National Program Manager shall advise the Secretary of substantial developments after issuance of this order.

This Order takes effect immediately.

VICTOR O. RAMOS
Secretary