

**DENR Administrative Order  
No. 97-15  
April 22, 1997**

**SUBJECT : Strengthening the Environmental Impact Assessment (EIA) Division of the Environmental Management Bureau (EMB)**

In order to hasten the EIA review process and to ensure effective monitoring of projects issued with environmental compliance certificates (ECCs), the following measures are hereby promulgated to further strengthen the EIA Division of EMB:

**Sec. 1. Expanded Organizational Structure.** — The organizational structure of the EIA Division as provided for under DENR Administrative Order No. 96-38, Series of 1996, is hereby expanded as shown in Annex "A" hereof. The EIA Division shall now consist of the Office of the Division Chief, a Management Support Staff, a Review & Assessment Section, and a Monitoring & Special Projects Section. The Review & Assessment Section shall be composed of three operating units: Heavy Industries Unit, Energy & Infrastructure Unit, and Resource Extractive Industries Unit. The Monitoring & Special Projects Section shall also consist of three operating units: Accreditation & Review Committee Management Unit, Compliance Monitoring Unit, and Special Projects Unit.

As reconstituted under this Order, the EIA Division shall have the following primary functions:

- a) Supervise the scoping for proposed projects;
- b) Manage and coordinate the EIA review process;

- c) Recommend whether to issue or deny the ECC applications of environmentally critical projects upon completion of their review and assessment;
- d) Undertake compliance monitoring of environmentally critical projects issued with ECCs;
- e) Provide technical assistance and training to DENR field offices in the management of the EIA process, as well as in the monitoring of projects within environmentally critical areas issued with ECCs by the regions; and
- f) Initiate and maintain linkages with environmental units of other government agencies or entities.

**Sec 2. Composition and Functions.** — The Composition and functions of the various offices within the EIA Division shall be as follows:

- a) *Office of the Division Chief*. The Office of the Division Chief shall consist of the Division Chief and his immediate staff. The Division Chief shall have the following functions:
  - (i) Exercise direct supervision and control over the operations, activities, and concerns of the Division;
  - (ii) Supervise the conduct of review and assessment of submitted environmental impact statements (EIS) of environmentally critical projects (ECPs);
  - (iii) Supervise the accreditation of EIS/IEE preparers, scoping for proposed projects, and compliance monitoring of projects issued with environmental compliance certificates (ECCs);

- (iv) Coordinate with other entities or agencies within the and outside the DENR for the effective implementation of the EIS System;
- (v) Ensure that the requirements of DENR Administrative Order (DAO) No. 96-37, the revised regulations governing the EIS System, and other pertinent laws, rules and regulations are followed in the processing of ECC applications;
- (vi) Review EIA-related documents for endorsement to the Asst. Director and the Director of the EMB;
- (vii) Represent the EMB Director, as may be directed, in EIA conferences, meetings, or forums; and
- (viii) Perform such other related services as may be required by higher officials.

b) *Management Support Staff* . There shall be a Management Support Staff which shall provide administrative and other support services to the Division. It shall be headed by a Staff Coordinator assisted by Records/Documentation Officers, Records/Documentation Assistants, Secretaries/Clerks, Messengers/Drivers, and such other personnel as may be necessary to effectively discharge its functions. The Staff Coordinator shall supervise its day-to-day operations and shall be primarily responsible in ensuring that appropriate management support services are extended to expedite the conduct of review and assessment, compliance monitoring, and other concerns and activities of the Division. It shall have the following functions:

- (i) Undertake initial screening of ECC applications to determine the completeness of the documents submitted as against the requirements;

- (ii) Receive and record all ECC applications and other matters referred to the EIA Division for appropriate action;
- (iii) Formulate and maintain a systematic filing and retrieval system for ECCs, EIS and other related documents;
- (iv) Facilitate distribution of EIS and related documents to EIA Review Committee Members in collaboration with the Accreditation & Review Committee Management Unit;
- (v) Document the conduct of project review and assessment as well services as may be assigned by higher officials.
- (vi) Formulate and maintain a document tracking system for projects under review and assessment;
- (vii) Monitor the status of projects under review and assessment or those with pending ECC applications and submit regular status reports thereon in coordination with the Review & Assessment Section;
- (viii) Coordinate and keep track of the schedule of field inspections of Review Officers and Monitoring Officers;
- (ix) Provide secretarial, clerical, messengerial, and other management support services to the Division; and
- (x) Perform other related services as may be assigned by higher officials;

- c) *Review & Assessment Section.* The Review & Assessment Section shall consist of a Section Chief assisted by three operating units. The Section Chief shall oversee its day-to-day operations. It shall have the following functions:
- (i) Oversee and assist the scoping of proposed projects;
  - (ii) Manage, coordinate, and/or undertake the review and assessment of submitted EIS;
  - (iii) Prepare the ECCs or letters of denial, as may be appropriate, upon completion of the review and assessment of projects with ECC applications;
  - (iv) Prepare regular status reports on projects under review and assessment or whose ECC applications are pending;
  - (v) Attend to queries and consultations from the general public on EIA procedures and requirements; and
  - (vi) Perform other related services as may be required by higher officials.

Each of the operating units of the Review & Assessment Section shall be composed of a Unit Chief assisted by Review Officers, in such number as may be determined by the EIA Division Chief and the EMB Director, with relevant technical background and experience. The Unit Chief shall supervise the activities of the Unit and shall be primarily responsible in providing assistance to the scoping of proposed projects. The Review Officers shall be directly responsible for managing and expediting all phases of the review and assessment process of projects specifically assigned to them. The operating units and their respective functions are as follows.

- (1) Heavy Industries Unit. The Heavy Industries Unit shall be primarily responsible for the conduct of review and assessment of heavy industrial projects such as non-ferrous metal industries, iron and steel mills, petroleum and petro-chemical industries, and smelting plants.
- (2) Energy & Infrastructure Unit. The Energy & Infrastructure Unit shall be primarily responsible for the conduct of review and assessment of energy and infrastructure projects. These shall include major power plants, major dams, major reclamation projects, major roads and bridges, as well as golf course projects.
- (3) Resource Extractive Industries Unit. The Resource Extractive Industries Unit shall be primarily responsible for the conduct of review and assessment of resource extractive projects such as major mining and quarrying projects, forestry projects, and fishery projects.
- d) *Monitoring & Special Projects Section*. The Monitoring & Special Projects Section shall consist of a Section Chief also assisted by three operating units. The Section Chief shall oversee its day-to-day operations. It shall have the following functions:
  - (i) Implement the accreditation system for EIS/IEE preparers pursuant to DAO 96-37;
  - (ii) Organize and manage the EIA Review Committees in collaboration with the concerned Review Officers from the Review & Assessment Section;
  - (iii) Formulate and carry-out a systematic monitoring system for projects issued with ECCs;
  - (iv) Provide technical assistance to, and coordinate with, DENR field offices in the monitoring of projects issued with ECCs:

- (v) Facilitate the organization and management of Multisectoral Monitoring Teams (MMT) and Environmental Guarantee Fund (EGF) Committees;
- (vi) Submit regular reports on the status of compliance with conditionalities for project issued with ECCs;
- (vii) Facilitate the implementation of special projects, activities, and concerns of the Division; and
- (viii) Perform such other services as may be directed by higher officials.

Each of the operating units of the Monitoring & Special Projects Section shall likewise be composed of a Unit Chief assisted by Monitoring Officers, in such number as may be determined by the EIA Division Chief and the EMB Director, with relevant technical background and experience. The Unit Chief shall supervise the activities of the Unit, whereas, the Monitoring Officers shall be directly responsible for the efficient and effective performance of the tasks specifically assigned to them. The operating units and their respective functions are as follows:

- (i) Accreditation & Review Committee Management Unit. The Accreditation & Review Committee Management Unit shall be primarily responsible for implementing the accreditation system for EIS/IEE preparers, and for organizing and managing the EIA Review Committees.
- (ii) Compliance Monitoring Unit. The Compliance Monitoring Unit shall be primarily responsible for the formulation and implementation of a systematic monitoring system for projects issued with ECCs, as well as the organization and management of Multisectoral Monitoring Teams and Environmental Guarantee Fund Committees.
- (iii) Special Projects Unit. The Special Projects Unit shall be primarily responsible for facilitating the implementation of EIA special projects, activities, and concerns as may be assigned by higher officials to the EIA Division.

**Sec 3. Cross-Assignments and Joint Reviews.** The EMB Director, upon recommendation of the EIA Division Chief, may request for technical assistance from field offices, bureau and attached agencies of the DENR to expedite the EIA review process and the monitoring of projects issued with ECCs, and the Secretary, upon recommendation of the concerned Undersecretary, shall assign such technical personnel, as may be appropriate, to the EIA Division

In the conduct of review and assessment, the EIA Division shall foster joint reviews, as much as possible, with concerned technical personnel from other agencies within the DENR (such as FMB and MGSB), as well as those outside the DENR (such as DOE and DPWH) depending on the type of the project applying for ECC.

**Sec. 4. Effectivity and Amendatory Clause.** — This Order shall take effect immediately and amends, revises or supersedes paragraphs 2 and 4 of DAO 96-38 and all other orders inconsistent herewith.

**(Sgd.) VICTOR O. RAMOS**  
Secretary

**Recommending Approval:**

**(Sgd.) MANUEL S. GASPAY**  
Director, EMB

**(Sgd.) DELFIN J. GANAPIN JR.**  
Undersecretary for Environment  
& Program Development