

**DENR Administrative Order
No. 99-14
May 05, 1999**

SUBJECT : Providing for the Redefinition of Functions and Realignment of Administrative Units in the Regional and Field Offices.

Pursuant to Executive Order No. 192, dated June 10, 1987 and as an interim administrative arrangement to improve the efficiency and effectiveness of the Department of Environment and Natural Resources (DENR) in delivering its services pending approval of the government-wide reorganization by congress, the following redefinition of functions and realignment of administrative units in the regional and field offices are hereby promulgated.

Section 1. Realignment of Administrative Units

The DENR hereby adopts a policy to establish at least one Community Environment and Natural Resources Office (CENRO) or Administrative Unit per Congressional District, except in the Autonomous Region of Muslim Mindanao (ARMM) and the National Capital Region (NCR). The Regional Executive Directors (REDs) are hereby authorized to realign/relocate existing CENROs and implement this policy in accordance with the attached distribution list per Region, which forms part of this Order. Likewise, the following realignment and administrative arrangements are hereby adopted:

- 1.1 Administratively, Region IV shall be divided into Region IV-A and Region IV-B. **Region IV-A** shall be composed of the Provinces of Cavite, Laguna, Batangas and Quezon (CALABAZON) while **Region IV-B** shall be composed of the Province of Rizal and the Island Provinces, namely: Mindoros

Occidental and Oriental, Marinduque, Romblon and Palawan (MIMAROPA).

- 1.2 The DENR's operations, programs and projects in the NCR shall be supervised by the Undersecretary for Policy and Technical Services who shall be assisted by the Sectoral Bureaus.
- 1.3 The Secretary shall issue a separate implementing guidelines for the operationalization of Region IV-A and Region IV-B and the administrative arrangement for NCR, within 30 days from the date of this Order.
- 1.4 The supervision of the Province of Aurora shall be transferred from Region IV to Region III;
- 1.5 The supervision of the Province of Lanao Norte and Marawi City shall be transferred from Region XII to Region X;
- 1.6 The supervision of the Province of South Cotabato and Sarangani shall be transferred from Region XI to Region XII;
- 1.7 The newly created Province of Compostela Valley shall be under the supervision of Region XI which shall be assisted by a PENR and CENR offices to be created for the said province.

Sec. 2 Redefinition of Functions

The Regional Technical Directors (RTDs) shall be designated as Assistant Regional Executive Directors (ARED) and shall provide operational, technical, administrative, legal and other assistance/support to the RED in managing/supervising the DENR Field Offices. Their functions shall be redefined as follows:

2.1 Assistant Regional Executive Director for Operations

The Assistant Regional Executive Director (ARED) for Operations shall assist the RED in supervising the frontline offices (PENRO, CENRO and Sub-stations). Specifically, the ARED for Operations shall supervise the following divisions/units:

- a) Forest Resources Development Division (FRDD), which shall assume the law enforcement functions of the Forest Resources Conservation Division;
- b) Environmental Quality Division (EQD);
- c) Surveys Division (SD), which shall also assume the Land Evaluation Party, Field Network Survey Party, and the survey verification functions;
- d) Protected Areas Division (PAD), except the wildlife conservation functions of the PAWD which shall be transferred to the ARED for Technical Services); and
- e) Community-Based Forest Management and Coastal Environment Programs

2.2 Assistant Regional Executive Director for Technical Services

The Assistant Regional Executive Director (ARED) for Technical Services shall provide technical support services to the RED and field offices, Specifically, the ARED for Technical Services shall supervise the following divisions/units:

- a) Land Management Division (LMD), except the claims and conflicts resolution functions which shall be transferred to the Legal Division;
- b) Forest Resources Conservation Division (FRCD), including the technical functions of FRDD and the wildlife conservation functions of the PAWD;
- c) Technology Transfer Division (TTD);
- d) Ecosystems Research and Development Division (ERDD);
- e) Planning and Management Division (PMD); and
- f) The Interim Environmental Impact Assessment Division (EIAD)

2.3 Assistant Regional Executive Director for Administrative Services

The Assistant Regional Executive Director (ARED) for Administrative Services shall assist the RED and the field offices concerning financial, personnel, human resource development and other administrative matters. It shall supervise the following divisions/units:

- a) Administrative Division;
- b) Finance Division; and
- c) Human Resource Development Unit

2.4 Assistant Regional Executive Director for Legal Services and Public Affairs

The Assistant Regional Executive Director (ARED) for Legal Services and Public Affairs shall assist the RED and the field offices concerning legal matters and public affairs including advocacy campaigns and coordination with Local Government Units (LGUs). The ARED for Legal Services and Public Affairs shall directly supervise the following division/units:

- a) Legal Division (LD) which shall also assume the claims and conflict resolution functions of the LMD;
- b) Regional Public Affairs Office (RPAO); and
- c) Local Government and Congressional Liaison Unit, which is hereby created.

Sec. 3 Transitional Administrative Arrangements

In order to avoid disruption of services, the following transitional administrative arrangements, subject to existing rules and regulations, are hereby promulgated:

- 3.1 Whenever appropriate, the REDs and other concerned DENR officials, are hereby directed to enter into Memorandum of Understanding (MOU) concerning movement of personnel, transfer of funds, records, materials, functions and other matters pertinent to the implementation of this Order, before December 31, 1999.
- 3.2 All concerned Sectoral Bureaus and Offices (ASO, Legal, PAO, etc.) are hereby directed to submit a detailed definition of functions of their concerned Regional Divisions as realigned under the respective AREDs, within 30 days from the date of this Order.

Sec. 4 Amendments of the Manual of Approvals

For consistency, and in order to clearly define the delegation of authorities within the Department, the Administrative Services Office, in consultation with all concerned offices, is hereby instructed to submit a draft amendment of the Manual of Approvals (DAO 98-24) within 30 days from the date of this Order.

Sec. 5 Budget Realignment

The Administrative Service Office and the Planning and Policy Studies Office are hereby instructed to realign the DENR CY 2000 budget proposal to reflect all the administrative changes promulgated in this Order.

Sec. 6 Personnel Review Committee

Upon approval of this Order, the Secretary shall create an adhoc Personnel Review Committee to review the competencies of qualified personnel/officials to be designated as ARED, PENRO, CENRO and for other designation/positions consistent with the implementation of this Order. Said Committee shall submit its

report/recommendation within 15 days from the date of its creation.

Sec. 7 Repealing Clause

All Department Orders, Circulars or Instructions inconsistent herewith are hereby repealed or amended accordingly.

Sec. 8 Effectivity

This Order shall take effect immediately and shall be fully implemented not later than 01 July 1999.

(Sgd.) ANTONIO H. CERILLES
Secretary

Note:

Distribution of Field Offices per Congressional District not included.