

**DENR Administrative Order  
No. 99-48  
November 24, 1999**

**SUBJECT : Creation of an Office Management Staff for the Natural Resources Management Program (OMS-NRMP).**

In the interest of the service and in view of the need to ensure timely administrative, financial and planning support to the various components of the Natural Resources Management Program namely, the Forest Resources Management (FRM), Coastal Resource Management (CRM) and the Industrial Initiative for a Sustainable Environment (IISE), an Office Management Staff for NRMP (OMS-NRMP) is hereby created to consist of the staff previously supporting FRM. The OMS-NRMP shall be composed of three groups, (1) the Planning and Documentation Group (2) Financial Management Group and (3) Administrative Management Group set up as per attached structure. It shall perform the following responsibilities:

1. Provide administrative, financial and planning support to all the three NRMP components;
2. Coordinate the preparation of budget proposals, work and financial plans and other budget related activities of all NRMP components;
3. Coordinate and consolidate the preparation of necessary reports as required by the management, oversight and donor agencies;
4. Prepare quarterly financial disbursement report for all components;
5. Ensure timely release of funds for field projects and monitor financial disbursement;
6. Facilitate the hiring of personnel for the different components;
7. Responsible for the procurement of supplies, materials and equipment needed by the program;

8. Responsible for the procurement of supplies, materials and equipment needed by the program;
9. Ensure orderly, accurate and systematic files and records of program documents and materials;
10. Develop and implement office systems and procedures as well as formulation of control systems and procedures;
11. Ensure smooth flow of internal and external communications;
12. Liaise with the various NRMP program management offices to ensure good communication and activities are well coordinated.
13. Serve as the Secretariat to the NRMP-Steering Committee and the Executive Management Committee;

The project management offices of the various components will be responsible for the technical aspects of the implementation. They are required to submit the necessary technical reports to the Office Management Staff (OMS) for consolidation. They shall work and coordinate closely with the OMS for the financial, administrative and planning support.

The OMS shall be headed by an Office Manager who shall report directly to the NRMP Program Director.

This Order takes effect immediately and amends or supersedes all Orders inconsistent herewith.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary