

**DENR Administrative Order
No. 99-52
December 15, 1999**

SUBJECT : Prescribing a Detailed Definition of Functions for the Realigned Regional Division.

In the interest of the service and consistent with Section 2 of Department Administrative Order No. 99-14, Series of 1999, providing for the redefinition of functions and realignment of administrative units in the Regional and Field Offices, prescribed herewith is the realignment of the various divisions and other units in the regional offices with their corresponding redefined functions as supervised by the following Assistant Regional Executive Directors (AREDs):

I. Assistant Regional Executive Director (ARED) for Operations

A. Forest Resources Development Division (FRDD)

1. Prepare regional plans and programs related to forest protection and law enforcement, log control and monitoring, reforestation including urban forestry and tree plantation development (IFMA-SIFMA, Timber Corridor, Usufruct on forest lands), watershed management, range management, and forest utilization;
2. Assist in monitoring and evaluation of programs and projects on forest resources development including community-based forest management;
3. Recommend policies and guidelines on forest resources development including community-based forest management; and

4. Coordinate related programs and projects such as ISF/CPEU, FSP, CFP and other related regional-based programs and projects.

B. Environmental Quality Division (EQD)

1. Formulate and recommend policies and guidelines on the enforcement of the effluent and emission standards on air and water pollution control and on the management and control of toxic substances and hazardous wastes;
2. Formulate environmental surveillance and monitoring programs on air and water quality and on the management and control of toxic substances and hazardous wastes;
3. Provide technical assistance to the field offices on the review and evaluation of pollution control facilities, management and control of toxic substances and hazardous wastes including technical assistance to LGUs on solid waste management;
4. Conduct annual environmental quality assessment of the region;
5. Provide assistance in the enforcement of various pollution control laws, rules and regulation including PD 984, RA 6969 and RA 8749; and
6. Process and recommend the issuance of pollution permits, clearances and accreditation of Pollution Control Officers (PCOs).

C. Surveys Division (SD)

1. Verify cadastral, public land subdivisions, control and other extensive surveys/mapping projects, original and isolated surveys;
2. Prepare topographic and special maps in the region;

3. Recommend survey standards, techniques methods and procedures;
4. Provide technical assistance in the supervision of survey parties and contract surveys projects;
5. Recommend actions for approval, disapproval or cancellation of survey contracts, survey inspections, and survey-related activities;
6. Establish project control points, densify network control points and conduct political boundary surveys in accordance with PRS 92 and the Manual for Land Surveying Regulations in the Philippines; and
7. Conduct surveys and mapping of ISF/CBFMA, MSA areas, buffer zones, reservations, parks, and other protected areas in accordance with existing rules and regulations.

D. Protected Areas and Wildlife Division (PAWD)

1. Recommend policies, guidelines, plans, programs and project proposals on the establishment and management of NIPAS areas;
2. Provide technical assistance of PAMBs, LGUs, OGAs and the private sectors in the management and protection of protected areas;
3. Recommend sites for disestablishment and/or inclusions in the NIPAS;
4. Prepare up-to-date listing of Philippine flora and fauna including rare, endemic and endangered species and recommend a program for the conservation and propagation of the same including the management of related programs and projects;
5. Provide technical assistance and coordinate the implementation of special projects and programs on protected area management and biodiversity conservation;

6. Recommend policies and guidelines on wildlife conservation and management;
7. Coordinate enforcement of regulations on wildlife trade in collaboration with local offices/agencies of national and LGUs as well as the private sector;
8. Coordinate conduct of comprehensive wildlife resources assessment and inventory for policy formulation and programs development;
9. Coordinate implementation of EO 247 regarding prospecting or biological and genetic resources of the country; and
10. Coordinate implementation of CEP program and other related regional-based programs and projects.

II. Assistant Regional Executive Director for Technical Services

A. Land Management Division (LMD)

1. Review and evaluate all activities related to enforcement of policies, rules and regulations for the sound management and disposition of all alienable and disposable public lands including guidelines on land classification, processing of all kinds of public land application, and preparation of contracts not placed under the control of any agency;
2. Recommend actions for the approval and decision of the Regional Executive Director on routinary land management matters, except on land cases falling under ARED for Legal; and
3. Recommend actions for the approval and decision of the RED regarding public land applications, appraisal, re-appraisal, order of awards, deeds, special permits and other land management activities.

B. Forest Resources Conservation Division (FRCDD)

1. Process permits, leases, agreements, and other instruments pertaining to forest resources utilization, conservation, processing and manufacturing, including validation and evaluation of performance reports submitted by PENR/CENR offices; and
2. Recommend policies and guidelines and provide technical assistance/training to PENR/CENR offices on forest protection and conservation.

C. Technology Transfer and Information Division (TTID)

1. Formulate and recommend implementation of regional information and technology transfer program;
2. Package mature technologies which are products of ENR researches using tri-media approaches;
3. Facilitate the adoption of mature technologies in cooperation with other regional offices/units and various research institutions;
4. Promote the marketing of mature technologies on environment and natural resources protection, conservation and management ; and
5. Develop and manage environmental and natural resources database and the regional information and technology system.

D. Ecosystems Research and Development Division (ERDD)

1. Formulate and implement regional R & D programs on various ecosystems in accordance with the national R & D framework;
2. Develop and recommend technologies for packaging and transfer for effective DENR program implementation for the sustainable development of the ecosystems;

3. Develop and manage, in collaboration with ERDB and Field Operation Units, regional experimental forests, research stations including other field laboratories; and
4. Undertake linkaging and networking with other government agencies, non-government organizations and international research institutions.

E. Interim Environmental Impact Assessment Division (EIAD)

1. Recommend programs and policies for the effective implementation of Environmental Impact Assessment System (PD 1586) and its implementing rules and regulations with emphasis on streamlining and simplifying the System;
2. Formulate and implement strategies for the effective enforcement of EIA compliance monitoring system;
3. Review and evaluate EIS documents and recommend issuance/denial of ECCs; and
4. Provide technical assistance to field offices in the conduct of EIA review, processing and monitoring.

III. Assistant Regional Executive Director for Administrative Services

A. Administrative Division

1. Provide assistance and services on the promulgation of office orders, rules and regulations related to economic, efficient and effective administrative services;
2. Establish policies and standards including personnel management, general services, communications, logistics, property, safety, record management and documentation;
3. Recommend rules and regulations on pre-qualification bids and awards;

4. Recommend procurement of supplies, equipment and services; and
5. Maintain regional assets and facilities.

B. Human Resources Management Division (HRMD)

1. Act as Chairman of the Scholarship Committee;
2. Recommend the approval of training and scholarship grants;
3. Evaluate and recommend training proposals for implementation in the region;
4. Recommend conduct of training needs analysis;
5. Coordinate HRM activities with the other services in the region;
6. Oversee all training programs being implemented region-wide;
7. Prepare reports on all HRM activities conducted in the region;
8. Evolve a responsive employee career development program;
9. Process and recommend the approval of appointments to regular, casual and contractual positions and approval of payroll of all manpower complement in the region;
10. Recommend the approval of incentives and benefits for employees welfare, such as health care, merit increase, awards, credits, magna carta, and other benefits and the authority to render overtime services;
11. Recommend the approval of travel authority and leave of absence of regional personnel; and
12. Establish and maintain effective human resource management information system.

IV. Assistant Regional Executive Director for Legal Services and Public Affairs

A. Legal Division

1. Supervise the regional legal operations;
2. Review agreements and contracts involving natural resources and the environment prior to the approval of the RED;
3. Appear and act as counsel of the Region; and
4. Investigate, hear and recommend decisions/orders on regional ENR cases.

B. Regional Public Affairs Office

1. Serve as the public information and quick response arm of the Region;
2. Manage the IEC program and maintain an effective and efficient media relations in the Region;
3. Coordinate and supervise the implementation of national-based IEC programs at the regional level;
4. Develop and maintain a database on the region's media, communication and IEC network;
5. Develop and recommend policies on public relations; and
6. Provide library services to DENR personnel, students and other researchers on environment, natural resources and allied projects.

C. Congressional/Local Government Liaison Unit

Coordinate/liaise with Members of Congress and local government units regarding legislation, and effective and efficient implementation of ENR policies, plans and programs.

The Environmental Quality Division (EQD) and the Interim Environmental Impact Assessment Division (EIAD) shall be automatically transferred to the Regional Office of the Environmental Management Bureau (EMB) upon the designation of the EMB Regional Director, pursuant to Republic Act No. 8749.

The Land Evaluation Party (LEP) and Field Network Survey Party (FNSP) shall be integrated under the Surveys Division.

The Planning and Management Division (PMD) shall maintain its original functions and shall continue to be under the Office of the Regional Executive Director (ORED). Likewise, the Finance Division shall be under the direct supervision of the ORED with the following functions:

1. Process and review all financial transactions prior to approval of the RED;
2. Supervise cashiering activities of the Regional Office; and
3. Recommend the approval of Order of Payment of collection of government fees;

Fifteen (15) days from the effectivity of this Order, all designated/full pledged AREDS/RDs shall recommend and submit to the Regional Executive Director (RED) the personnel complement, budget to include the functional chart and work flow, and other requirements in their respective areas of concern for approval.

If the personnel recommended is not considered by the RED, the same shall be elevated to the Office of the Secretary for approval.

The Regional Executive Directors (REDs) may realign the functions of the various divisions and other units as defined in this Order as needed, depending on the demands and workloads of their

respective regions. In all instances, the approval of the Secretary is mandatory. However, the RED may assign additional functions to the AREDs/regional divisions and units as the need arises.

This Order shall take effect immediately and shall repeal/amend all Department Orders, Circulars or Instructions inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary