

**DENR Administrative Order  
No. 2000 – 22  
March 03, 2000**

**SUBJECT : Amending Certain Provisions of  
DAO No. 99-52 on the Realigned  
Functions of Regional Divisions**

In the interest of the service and to further simplify and facilitate personnel transactions in the Regional Offices, the following realigned functions of the Interim Human Resources Management Division (HRMD) as provided for under DAO 99-52, dated December 15, 1999, are hereby transferred to the Administrative Division:

1. Process and recommend the approval of appointments to regular, casual and contractual positions and approval of payroll of all manpower complement in the region;
2. 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; and
3. Recommend the approval of travel authority and leave of absence of regional personnel.

As such, the Administrative Division shall exercise supervision over the Personnel Section. All other provisions of DAO 99-52, Series of 1999, not inconsistent herewith shall remain in force.

This Order takes effect immediately.

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