

**DENR Administrative Order
No. 2000- 58
July 14, 2000**

**SUBJECT : Policies And Guidelines Governing
The Implementation Of The
Transfer Of Administrative And
Financial Functions Of All
Bureaus To DENR Central Office**

In order to enhance the Department's responsiveness and efficiency in the delivery of services by streamlining processes, synchronization of activities and promote better coordination between Central Office and Bureaus, the administrative and financial functions of all Bureaus are transferred to the Central Office, thereby promulgating policies and guidelines in its implementation.

SECTION 1. PREFATORY STATEMENT/RATIONALE

As envisioned in the Medium-Term Philippine Development Plan (MTPDP) 1999-2004, all sectors shall ensure the sustainability of the development path which is anchored on growth with social equity. Government assistance should then be improved, through cost-effectiveness and competence, to strengthen the country's chances for sustained - growth over the medium-term, as well as in the future generations. Corollary to this DBM has issued Circular Letter No. 2000-4 prescribing guidelines in the modification of staffing pattern for FY 2001 primarily to strengthen the agency's priority programs, projects and activities which are aimed according to the MTPDP vision and mission.

In response and conformance to these objectives, the Department has to provide interventions or strategies to accelerate the delivery capacity of its Offices and Bureaus particularly through the integration of administrative and financial functions in the Central Office operations.

SECTION 2. OBJECTIVES

The unified action of Offices and personnel through relocation and transfer of certain functions shall streamline and harmonize Department operations to optimize the utilization of resources.

Specific objectives:

- 2.1 The update of guidelines and policy reformulation in administrative and financial matters shall ensure mechanisms for the prompt processing of documents and transactions to rationalize government expenditures and enforce fiscal discipline.
- 2.2 The initiation of systematic processes shall rationalize systems and procedures on administrative and financial transactions.
- 2.3 The establishment of new priorities on the staffing pattern shall strengthen priority programs, projects and activities in consonance with the MTPDP.

SECTION 3. COVERAGE

The following administrative and financial functions of all Bureaus shall be transferred to the Central Office to achieve concerted efforts and synergy in its integration process.

- 3.1 General Services
 - 3.1.1 Procurement
 - 3.1.2 Communication System
 - 3.1.3 Building and Ground Maintenance
 - 3.1.4 Security and Janitorial Services
 - 3.1.5 Motorpool
 - 3.1.5.1 Repair of Vehicles
 - 3.1.5.1.1 General Dispatch
 - 3.1.5.1.2 Assigned Vehicle
 - 3.1.5.2 Schedule of Travels for General Dispatch Vehicles

3.1.5.3 Assignment of Drivers for General Dispatch
Vehicles

3.2 Records Management

3.2.1 Dissemination of Issuances

3.2.2 Reclassification of Incoming Communication

3.2.3 Certification/Photocopy of Non-current Records

3.2.4 Authentication of Official Documents

3.2.5 Safekeeping of Records

3.2.6 Mailing thru courier/messenger or delivering thru post

3.2.7 Disposition of Documents

3.2.8 General and Classified Documents

3.3 Medical and Dental Services

3.4 Human Resources Management Services

3.4.1 Trainings/Seminar/Workshops

3.4.2 Scholarships

3.4.3 Library

3.5 Budgeting

3.5.1 Preparation of Request for Obligation of Allotment
(ROA)

3.6 Accounting

3.6.1 Obligation and assignment of Obligation Number

3.6.2 Preparation/signing of Certification of Availability of
Funds (CAF)

3.6.3 Preparation of Financial Reports

3.7 Cashiering

3.7.1 Preparation of Checks/Advice of Checks Issued/Reports

**SECTION 4. DELINEATION OF RESPONSIBILITIES
AND FUNCTIONS**

In order to fully Implement this Order, concerned Offices and personnel are mandated to perform specific functions. The roles and responsibilities that the respective personnel will undertake are defined to effectively pursue the directive in accordance with the established priorities of the Department, viz:

CENTRAL OFFICE (FOCAL PERSON)**BUREAU****4.1 Procurement**

<ul style="list-style-type: none"> ▪ Processing & filing of APP 	<ul style="list-style-type: none"> ▪ Preparation & approval of APP
<ul style="list-style-type: none"> ▪ Handling of the procurement of commonly used items except emergency purchases . 	
<ul style="list-style-type: none"> ▪ Numbering of RIV 	<ul style="list-style-type: none"> ▪ Processing and approval of RIV
<ul style="list-style-type: none"> ▪ Preparation & approval of PO/Contract based on Delegation of Authority (DA) 	
<ul style="list-style-type: none"> ▪ Recording & serving of PO/Contract 	
<ul style="list-style-type: none"> ▪ Receipt of deliveries by Supply Officer 	
<ul style="list-style-type: none"> ▪ Preparation of MR, SAS, WMR & DV 	
<ul style="list-style-type: none"> ▪ Approval of DV based on DA 	
<ul style="list-style-type: none"> ▪ Recording and control of Withdrawal Preparation of Withdrawal Slip (WS) 	<ul style="list-style-type: none"> ▪ Preparation of Withdrawal Slip
<ul style="list-style-type: none"> ▪ Approval of WS by GSD Chief 	

4.2 Repair of Vehicle

<ul style="list-style-type: none"> ▪ Determination of the scope of work and parts to be replaced 	
<ul style="list-style-type: none"> ▪ Signing of Request for Motor Vehicle Service/Repair by driver and Mechanic/ Chief, Motorpool Section 	<ul style="list-style-type: none"> ▪ Accomplishment & signing of Request for Motor Vehicle Service/Repair by end-user and Mechanic/ Chief, Motorpool Section
<ul style="list-style-type: none"> ▪ Preparation of RIV for general dispatch a vehicle 	<ul style="list-style-type: none"> ▪ Preparation of RIV for assigned vehicles

<ul style="list-style-type: none"> ▪ Conduct of inspection and signing of pre-repair inspection request by Inspector and Chairman, IPC, respectively 	
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4.3 Schedule of Travels

<ul style="list-style-type: none"> ▪ Preparation of Trip Tickets for general dispatch vehicles 	<ul style="list-style-type: none"> ▪ Preparation of Trip Tickets for assigned vehicles
<ul style="list-style-type: none"> ▪ Recording & submission of Trip Tickets to GSD Chief 	
<ul style="list-style-type: none"> ▪ Approval of Trip Ticket based on DA 	
<ul style="list-style-type: none"> ▪ Releasing of Trip Ticket to concerned Official 	

4.4 Records Management

<ul style="list-style-type: none"> ▪ Receiving & filing of issuances 	<ul style="list-style-type: none"> ▪ Releasing & dissemination of Issuances
<ul style="list-style-type: none"> ▪ Approval of Issuances by the Secretary 	
<ul style="list-style-type: none"> ▪ Receiving & filing of Incoming documents 	<ul style="list-style-type: none"> ▪ Classification & distribution of incoming documents
<ul style="list-style-type: none"> ▪ Sending of outgoing documents thru mail,, courier and messenger 	<ul style="list-style-type: none"> ▪ Receipt, classification and releasing of outgoing documents to Focal Person
<ul style="list-style-type: none"> ▪ Preparation, initialling, filing and releasing of request for authenticated, certified and photocopied documents 	<ul style="list-style-type: none"> ▪ Safekeeping of Permanent Records

4.5 Budgeting

<ul style="list-style-type: none"> ▪ Preparation and Initialling of ROA
<ul style="list-style-type: none"> ▪ Approval of ROA based on DA

4.6 Accounting

▪ Obligation and assignment of obligation no
▪ Preparation of CAF, remittances and certifications
▪ Journalizing, indexing and posting
▪ Preparation of Financial Reports
▪ Signing of financial documents

4.7 Cashiering

▪ Preparation of checks, advice of checks issued and cancelled, and other pertinent reports
▪ Signing of checks
▪ Countersigning of checks based on DA
▪ Indexing and releasing of checks

SECTION 5. GENERAL POLICIES

In consultation with all Bureaus, relevant issues and concerns were raised that necessitated policy formulation or reformulation, the result of which the following shall be pursued and adopted:

5.1 All administrative and financial functions circumscribed in Section 3 shall be under the overall direction of the Assistant Secretary for Management Services and the immediate supervision of the Administrative Service Director.

5.2 In line with the objectives of the MTPDP and DBM Circular No. 2000-4, all Bureaus shall maintain an adequate reduced workforce handling specific administrative and financial transactions as stipulated under Section 4.

5.3 There shall be ten (10) Focal Persons to be assigned to the Central Office mandated to perform functions specified in Section 4, and redeployed as follows:

5.3.1 General Services Division	-	3
5.3.2 Records Mgt. & Documentation Division-		2
5.3.3 Accounting Division	-	2

5.3.4 Budget Division	-	1
5.3.5 Cashier Unit	-	2

- 5.4 Existing position titles or compensation shall be utilized in the initial redeployment and/or reassignment of personnel to Central Office and other Offices.
- 5.5 To support and complement the directives in this Order, the Bureau Director shall be assisted by two (2) Executive Assistant VI, who- will perform administrative and financial advisory and coordinative functions, coterminous with the Bureau Director.
- 5.6 All Bureaus shall be relocated to the DENR compound in order- to unify and harmonize operations and shall Immediately effect transfer upon the completion of office space /building.

SECTION 6. GUIDELINES

Guidelines define the operational strategy that govern the mechanics in the implementation of the transferred functions, as follows:

6.1 Procurement

- 6.1.1 The General Services Division (GSD) shall supervise the procurement of supplies, materials and equipment requirements of all Bureaus, except for Items that are emergency In nature which are urgently needed In the operation of the Offices.
- 6.1.2 Delivery of supplies and materials may be made directly to the Bureaus' stockroom provided that it is properly coordinated with the GSD and Inspection and Pre-acceptance Committee (IPC).
- 6.1.3 A Withdrawal Slip (Annex A) shall be used in withdrawing requisitioned supplies, materials and equipment.
- 6.1.4 To facilitate the processing of Disbursement Vouchers (DV), the Focal Person shall prepare and attach the Memorandum Receipt (MR), Supply Adjustment Sheet

(SAS) and Waste Material Report and all other pertinent supporting documents.

6.1.5 A common Pre-qualification Bids and Awards Committee (PBAC)/Bids and Awards Committee (BAC), IPC and Disposal Committee shall be created to handle procurement activities. There shall, however, be separate PBAC Secretariats or Technical Committees for Funds 101 and 102.

6.1.6 There shall be a weekly disposal of small items.

6.2 Communication System

6.2.1 Guidelines prescribing the usage and distribution of cellular phones under Memorandum Order Nos. 99-13 and 99-17 shall be enforced.

6.3 Security and Janitorial Services

6.3.1 All security and Janitorial services shall be centralized and contracted to only one agency each for said services.

6.4 Motorpool

6.4.1 Repair of Vehicles

6.4.1.1 The Mechanic at the Motorpool Section shall determine the scope of work to be undertaken and parts to be replaced in a certain-vehicle.

6.4.1.2 The IPC Inspector shall be responsible in ascertaining that repair of the vehicle is necessary.

6.4.1.3 The repair and maintenance expenses shall be charged to the owning agency.

6.4.2 Scheduling of Travels

6.4.2.1 The Focal Person will not prepare trip tickets unless supported by a Travel Order or Special Order of the requesting Official/Personnel.

6.4.2.2 The concerned Official of each Bureau, with assigned vehicle through Memorandum Receipts (MRs), shall prepare the trip ticket.

6.4.2.3 The preparation of trip tickets for general dispatch vehicles shall be the responsibility of the Focal Person.

- 6.4.2.4 The fuel consumption of each Bureau shall be allocated by the GSD on a weekly basis through coded gas coupons.
- 6.4.2.5 The owning agency shall be given priority to use its general dispatch vehicles. However, other Offices may use available vehicles provided that the Bureau Director concerned approves the request.
- 6.4.3 Assignment of Drivers
 - 6.4.3.1 For general dispatch vehicles, a particular vehicle shall be assigned to a driver in order to ensure proper maintenance.
- 6.5 Records Management
 - 6.5.1 The Records Officer, who will be retained in the Bureau, will be the custodian of Permanent Records to be kept in separate stockrooms for each Bureau.
 - 6.5.2 A common Disposal- Committee shall be created for the purpose of disposing non-current records.
 - 6.5.3 All issuances shall be cleared from the Office of the Secretary and numbered by the Records Management and Documentation Division (RMDD) in consonance with the Memorandum of the Secretary dated May 19, 2000. However, issuances on the designation of OICs within the Bureau in the absence of the Chiefs of Divisions/Offices, shall be approved and numbered by the Bureau concerned as per amended Manual of Approval.
 - 6.5.4 All Incoming communications addressed to the Secretary shall be handled by the RMDD, while those addressed to Bureau Directors/Officials shall, be forwarded directly to the concerned Bureau.
- 6.6 Medical and Dental Services
 - 6.6.1 The medical and dental services will be scheduled for all Offices/Bureaus but shall be flexible to accommodate emergency cases.
- 6.7 Human Resource Management Services
 - 6.7.1 As directed under Memorandum Circular No. 99-21, all training programs, seminars, workshops and other human

resource development activities shall be coordinated with the Human Resource Management Service for review, comments and recommendations.

SECTION 7. OPERATING PROCEDURES

Consistent with the general policies and the smooth implementation of guidelines, Flow Process Charts presented as Annexes B, C, D, and E shall be an integral part of this Order.

SECTION 8. STAFFING

In order to implement the purpose and intent of this Order, the staffing of Bureaus shall be modified and/or redefined in conformance with the delineated functions, policies and procedures outlined herein. As presented in Annexes F and G, the staffing pattern requirements are the retained and created position items in the Office of the Director and the Focal Persons assigned to concerned Offices, respectively. All other positions not mentioned herein shall be redeployed, reclassified or reassigned. to other Offices accordingly.

The staffing pattern modifications of all Bureaus, which shall cover only transfer of positions and reclassification/conversion of positions, shall be included in the proposed Budget for FY 2002. There shall be no diminution of salaries, allowances, or benefits of redeployed personnel. Moreover, funds for personnel compensation shall be charged to respective Bureaus' personal services until staffing modifications have been finalized.

SECTION 9. TRANSITORY PROVISIONS

All Bureaus are directed to align and/or modify its functions, operations, organization and procedures according to policies and guidelines stated herein.

The Personnel Management functions of the Bureaus shall be transferred to the Central Office upon completion or provision of a records space for personnel files or documents.

The reassignment or redeployment of concerned Bureau personnel to GSD shall be further defined under a separate Order.

SECTION 10. REPEALING AND EFFECTIVITY CLAUSES

This Order shall take effect immediately and previous issuances, or part thereof, inconsistent with the provisions of this Order are hereby amended or repealed accordingly.

(Sgd.) ANTONIO H. CERILLES
Secretary