

**DENR Administrative Order  
No. 2000- 69  
September 14, 2000**

**SUBJECT : The Land Administration and Management Project Establishment of the Project Management Office and the Prototype I Implementation Office**

In the interest of the service and in preparation for the full scale implementation of the Land Administration and Management Project (LAMP), the following organizational and management arrangements are hereby reiterated and/or established:

**1. Inter-Agency Coordinating Committee (IACC)**

The Inter-Agency Coordinating Committee (IACC), created by virtue of Executive Order No. 129 dated July 24, 1999, is the policy making body for the LAMP and is responsible for its over-all implementation. The IACC is chaired by the DENR Secretary with the Department of Justice (DOJ) as Vice Chair and the most senior officials of the following agencies as members: Department of Finance (DoF), Department of Budget and Management (DBM), Department of Agrarian Reform (DAR), Department of Agriculture (DA), National Economic and Development Authority (NEDA), Department of the Interior and Local Government (DILG), Housing and Urban Development Coordinating Council (HUDCC), Public Estates Authority (PEA), League of Cities of the Philippines (LCP), League of Municipalities of the Philippines (LMP), League of Provinces of the Philippines (LPP).

## **2. Project Management Arrangements**

The IACC has approved the following Project management arrangements:

### **LAND ADMINISTRATION AND MANAGEMENT PROJECT**

#### **Project Management Arrangements**

##### **Executive**

Receives reporting on strategic achievements relevant to the Project and approves new strategic initiatives

##### **Inter-Agency Coordinating Committee (IACC)**

Sets policies and strategic directions

#### **Project Management Office**

**(PMO)**

DENR

#### **Prototype Implementation Office (PIOI / OSS)**

DENR-Region 8

Land Titling and Administration

#### **Prototype Implementation office (PIO II /OSS)**

LRA

Land Records and Information Management

### **3. Project Management Office (PMO)**

A Project Management Office (PMO) is hereby created at the DENR Central Office under the Office of the Secretary. It shall be supervised by the Undersecretary for International Commitment and Local Government Affairs and managed by the Assistant Secretary for Local Government Affairs as concurrent LAMP Executive Director.

The Executive Director, who shall ensure the successful implementation of the Project, shall be assisted by two (2) Deputy Executive Directors (DED), one of whom shall be detailed by the DOJ-Land Registration Authority as DED for Registration and the other by the DENR-Lands Management Bureau as DED for Lands.

The PMO shall have three (3) functional units, namely: (i) Planning and Coordination Unit, responsible for Project activity plans, coordination of Project resources, public awareness campaigns and liaison with stakeholders; (ii) Support Services Unit, responsible for preparation of budgets, procurement, disbursements, other financial and administrative functions; and (iii) Monitoring and Evaluation Unit, responsible for monitoring, assessment and evaluation of prototype activities. The PMO shall be supported by full-time staff, either detailed from relevant IACC agencies or hired on a contractual basis.

The PMO may call on offices/units and officials/staff of the Department and its attached agencies for whatever assistance is required to ensure the successful implementation of the Project.

The PMO Organizational Chart is shown in Annex 1.

#### **Functions and Responsibilities**

The PMO shall provide the day-to-day management and control essential to ensuring the delivery of the outputs required from the

Project. To this end, the PMO shall have the following functions and responsibilities:

- a. Prepare the work and financial plans for the PMO;
- b. Organize and implement Project activities in accordance with the Project implementation plan;
- c. Consolidate the work and financial plans of the two Project Implementation Offices (PIOs) with those of the PMO and ensure the consistency of such plans with the Project implementation plan;
- d. Facilitate the integration and coordination of the Project with other projects and initiatives of the Government of the Philippines (GOP) which are related to land administration and management;
- e. Monitor progress of Project implementation against milestones and performance indicators established, identify bottle necks and implementation issues/problems and facilitate execution of agreed remedial actions;
- f. Manage and disburse Project funds in accordance with World Bank (WB) and GOP procedures;
- g. Establish linkages and coordination with other implementing entities involved in the Project (IACC, PIOs, etc.) to ensure successful implementation of the Project;
- h. Render reports to the IACC and the Project's funding agencies – the WB and the Australian Agency for International Development (AusAID) – on the Project's progress and bring to their attention implementation issues and problems requiring their action;
- i. Perform such other functions and duties as may be necessary to ensure the successful implementation of the Project.

#### **4. Prototype Implementation Offices (PIOs)**

The Prototype Implementation Offices (PIOs) will be responsible for the two (2) Project prototypes namely: Prototype I – Land Titling and Administration, to be implemented in six (6) municipalities in Leyte, and Prototype II – Land Records and Information Management, to be implemented in 5 barangays in the 2<sup>nd</sup> Congressional District of Quezon City. The Prototype I PIO shall be established and managed by DENR, while the Prototype II PIO shall be established and managed by LRA.

#### **5. The Prototype Implementation Office for Prototype I (PIO I)**

The PIO I is hereby created to be supervised by DENR-Region 8. The PIO I shall be managed by a Prototype Manager detailed from DENR-Region 8 who shall be assisted by an Assistant Prototype Manager detailed from the Department of Agrarian Reform (DAR)-Region 8.

The PIO shall have three (3) functional units, namely: (i) Planning and Coordination Unit, responsible for planning and coordination of prototype activities; (ii) Support Services Unit, responsible for the administrative functions; and (iii) Monitoring and Evaluation Unit, responsible for monitoring, assessment and evaluation of prototype activities. The PIO shall be supported by full-time staff, either detailed from relevant IACC agencies or hired on a contractual basis.

The Prototype Manager shall report directly to the Project Executive Director for supervision and guidance.

The PIO may call on the relevant offices/units and officials/staff of the Department and its attached agencies for whatever assistance is required to ensure the successful implementation of the Project.

The PIO I Organizational Chart is shown in Annex 2.

### Functions and Responsibilities

The PIO I shall provide the day-to-day management and control essential to ensuring the delivery of the outputs required from Prototype I. To this end, the PIO I shall have the following functions and responsibilities:

- a. Prepare the prototype work and financial plan and ensure consistency of the plan with the Project implementation plan;
- b. Organize and implement prototype activities in accordance with the Project implementation plan
- c. Facilitate the integration and coordination of prototype activities with the Project;
- d. Monitor progress of prototype implementation against milestones and performance indicators established, identify bottle necks and implementation issues/problems and facilitate execution of agreed remedial actions;
- e. Manage and disburse prototype funds in accordance with WB and GOP procedures;
- f. Establish linkages and coordination with the PMO and other Project/prototype implementing entities to ensure successful implementation of the prototype;
- g. Render reports to the PMO and other implementing entities on the progress of the prototype and bring to their attention implementation issues and problems requiring their action;
- h. Perform such other functions and duties as may be necessary to ensure the successful implementation of the Prototype.

Until such time as the PIO I office is available, the Prototype Manager shall, with the assistance of the PMO, identify suitable and available temporary office space for the PIO I personnel to use to enable them to carry out the required pre-implementation activities.

Such supplemental guidelines as shall be necessary to facilitate the smooth implementation of the Project shall be issued as required and/or when the Project becomes fully operational.

This Order shall take effect immediately.

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

Recommending Approval:

**(Sgd.) MARIO S. ROÑO**  
Undersecretary for International Commitment  
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**(Sgd.) MYLENE G. ALBANO**  
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