

**DENR Administrative Order**

**No. 2000 – 38**

**April 10, 2000**

**SUBJECT : Establishing The Support System For The GEF/UNDP/IMO Regional Programme “Partner-ship In Environmental Manage-ment For The Seas Of East Asia”**

In consonance, with the Department’s commitments under the Project Document on “Building Partnership for Environmental Protection and Management for the Seas of East Asia”, implemented through the Programme known as “PEMSEA” (Partnerships in Environmental Management for the Seas of East Asia), and following the “Guidelines for National Participation and Implementation of Project Activities”, a DENR support system is hereby instituted:

**National Focal Point** - The Undersecretary for International Commitment and Local Government Affairs shall be designated as the National Focal Point, with the following responsibilities.

1. Set up the National Coordinating Committee which shall coordinate national inputs to PEMSEA activities, assess PEMSEA outputs, etc as described in the Terms of Reference of the NCC;
2. Facilitate the final selection of the ICM parallel site;
3. Explain to the concerned local government and stakeholders the objective of the ICM parallel site, its operational procedure, expectations, particularly in demonstrating the working model to other coastal areas within the country and the region at large;

4. Facilitate the adoption of Manila Bay as a pollution 'hot spot' and preparation of concept paper on the establishment of a coordinating mechanism for the project;
5. Give directions to the Project Management Office, described below through channels, and;
6. Identify sources of funds required by activities related herein.

The National Focal Point may designate any of the DENR Central Office Directors to assist him in his role as Focal Point.

**PEMSEA Project Management Office (PPMO)** - A Project Management Office is created under the Coastal Environment Program and shall be composed of regular DENR personnel. It shall be DENR's counterpart of the Program Development and Management Office (PDMO) of PEMSEA which has the following responsibilities:

1. Manage the project in accordance with the objectives set out in the project document;
2. Prepare a project coordination and management framework and guidelines, and develop a detailed work plan for implementation of project activities, including milestones, counterpart, budgets, timeframe, monitoring strategies and evaluation criteria;
3. Ensure timely GEF/UNDP inputs and delivery of outputs from each ICM site or sub-regional pollution 'hot spot' activity;
4. Maintain a close working relationship and communications with the GEF/UNDP/IMO and any other related national and regional projects;
5. Prepare annual progress reports for approval by the National Coordination Committee,

6. Assist in organizing and monitoring progress of project activities at each ICM site or sub-regional 'hot spot' location;
7. Serve as Secretariat of the NCC;
8. Prepare a database of local experts and specialists for participation in project and programme-related activities;
9. Coordinate the activities of intentional consultants and national professionals, review reports and submissions and assist in the implementation of recommendations when accepted; and
10. Review project outputs, prepare technical reports and organize workshops to distill lessons learned from the ICM demonstration sites and sub-regional pollution “hot spot” locations, and package the information into working models for dissemination.

Regional PEMSEA Project Management Offices/Desk in concerned DENR Regions shall be created immediately after the identification of ICM parallel sites and/or hotspots. The functions of these RPPMO/Ds shall be issued by the NCC.

This Order shall take effect immediately.

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