

**DENR Administrative Order
No. 2001 – 24
September 03, 2001**

SUBJECT : Redefining and Realigning the Functions of the Foreign-Assisted and Special Projects Office (FASPO) and Renaming it as ENR Foreign-Assisted and Special Programs Office.

Consistent with the mandate, powers, and functions entrusted to the Department of Environment and Natural Resources (DENR) under Executive Order No. 192, dated June 10, 1987, and in line with the Department's priorities, specifically, priorities to encourage and promote public-private sector cooperation and private sector participation and investment in environment and natural resources (ENR) management and development and to institutionalize good governance in the management and implementation of programs/projects, the Foreign-Assisted and Special Projects Office (FASPO) is hereby renamed as ENR Foreign-Assisted and Special Programs Office (ENR-FASPO) and its structure and functions, as well as those of related or supportive programs and units under the ENR-FASPO, are hereby redefined/defined and realigned.

1. FUNCTIONS

The ENR-FASPO shall have the following main functions:

- a. Assist, in coordination with other DENR offices and the DENR Planning and Policy Studies Office (PPSO) in preparing the DENR's plans and programs, including the Medium-Term Investment and Technical Assistance Program and, in coordination with the PPSO and the ENR Operations Office, provide assistance in preparing the Regional Development Investment Plans;

- b. Coordinate and lead the formulation and negotiations of Country Assistance Strategies, Development Cooperation Strategies, and similar documents that serve as framework for development assistance of donor agencies for ENR protection, conservation, development, and management;
- c. Raised funds from foreign and local sources to help augment the financial requirements of the DENR's approved plans and programs, to introduce reforms and innovations that cannot be easily accommodated by the general fund, and to assist in implementing the DENR/Philippine commitments arising from international and regional agreements, conventions, conferences, protocols, and the like;
- d. Initiate and maintain close relationships with national, regional, and international organizations and agencies that are sources of investments (loans and grants) and special funds, or are involved in developing, managing, or promoting such funds; assist the Secretary in negotiating for investments and special funds (ISFs);
- e. Manage the DENR's ISFs in coordination with the Financial and Management Services and assist the Secretary in allocating such funds to various DENR offices and programs following the approved plans and priorities of the Department;
- f. Develop or adapt and recommend or implement, in coordination with the Financial and Management Services and other concerned DENR offices and units, an efficient and effective project accounts management system for ISF-ed programs and projects that is in compliance with applicable government budgeting, accounting, and auditing rules and regulations, and with donor requirements;
- g. Oversee, coordinate, and facilitate the conduct of activities throughout the project cycle (from project identification to evaluation and impact assessment) of programs and projects funded by ISFs;
- h. Synthesize and disseminate experiences gained, lessons learned, and technologies generated from ISF-ed programs and projects;
- i. Assist the Office of Legal and Legislative Affairs and the DENR management in preparing the DENR/Philippine position

- on international and regional environmental agreements, conventions, conferences, and the like;
- j. Assists in monitoring and evaluating the Philippines' international and regional environmental commitments covered by ISF-ed programs and projects, and formulate appropriate recommendations;
 - k. Establish and maintain the Philippine operational focal center for the Global Environment Facility and other centers for similar types of foreign-assisted facilities and funds;
 - l. Monitor and assist in the implementation of foreign-assisted international and regional ENR programs and projects hosted by the Department;
 - m. Provide technical and secretariat services to ISF-ed programs and projects in the procurement of consultancy services and goods;
 - n. Perform other activities related to ISF-ed programs and projects, which the Secretary may assign to the office.

2. ORGANIZATIONAL STRUCTURE

The ENR-FASPO shall be under the Office of the Secretary. It shall be directly supervised by the Secretary, or his designated senior staff member, who shall be assisted by an Assistant Secretary.

The ENR-FASPO shall have two (2) services, namely, the Foreign Investments Service (FIS) and the Local Investments and Program Support Service (LIPSS), each of which shall be headed by a Service Director.

The Foreign Investments Service (FIS) shall maintain two (2) divisions, namely: Multilateral Investment Program Division and Bilateral Investment Program Division, who shall be responsible for the multilateral and bilateral investment programs, respectively with work divided between them with due regard to the matching of manpower resources, work loads, and other factors that the Secretary may consider important.

On the other hand, the Local Investments and Program Support Service (LIPSS) shall maintain three (3) divisions, namely, the Special Fund Program Division (SFPD), the Program Assessment and Communication Division (PACD), and the Program Accounts Management Division (PAMD).

A Division Chief shall head each of the five divisions, All the Division Chiefs and their Directors shall work closely and cooperatively in ensuring the efficient and effective planning, complementation, utilization, and management of investments and special funds, and to achieve proper mainstreaming of the ISF-ed programs and projects funded by them.

The ENR-FASPO shall also have three support groups reporting directly to the head of the ENR-FASPO, namely, Private Sector Cooperation and Investment Support Group (PSCISG), Environment Facility Focal Centers Support Group (EFFCSG), and ENR-FASPO Management Information System Group (EMISG).

The offices, services, divisions, groups, and units under the ENR-FASPO shall have the following functions:

3. FOREIGN INVESTMENTS SERVICE (FIS)

3.1 MULTILATERAL INVESTMENT PROGRAM DIVISION AND BILATERAL INVESTMENT PROGRAM DIVISION (MIPD AND BIPD)

These two divisions, which shall have similar functions, cover programs and projects funded by multilateral and bilateral sources. Each division shall coordinate the activities of programs and projects from these sources throughout the project cycle. They shall perform the following functions:

- a. Assist, together with the other ENR-FASPO offices, services, divisions, and groups, and in coordination

- with the DENR/Planning and Policy Studies Office (PPSO) and other DENR offices, in preparing the DENR's plans and programs, including the Medium-Term Investment and Technical Assistance Program and, in coordination with the PPSO and the ENR Operations Office, provide assistance in preparing the Regional Development Investment Plans;
- b. Assist in relating to existing foreign funding sources and in continuously seeking and developing relationships with new ones;
 - c. Formulate or adapt project development and prioritization frameworks and guidelines for foreign-assisted programs/projects (FAPs) and disseminate them to concerned DENR offices;
 - d. Initiate and coordinate the identification, conceptualization, design, and packaging of project proposals for foreign assistance and the conduct of feasibility studies and project appraisals; review and evaluate proposals received from other offices;
 - e. Assist the DENR management in negotiations for foreign-assisted projects (FAPs) and assist the office in leading or coordinating such negotiations;
 - f. Review, in coordination with the Program Accounts Management Division (PAMD), the Work and Financial Plans of programs and projects funded by loans and grants and local counterpart funds;
 - g. Coordinate and liaise with donor and oversight agencies on FAPS throughout their project cycle; coordinate with the PAMD and other concerned DENR offices in following up the approval of FAPs with oversight agencies and funding sources;
 - h. Facilitate, and assist in, the implementation of FAPs and assist the PAMD in the review and management of their accounts;
 - i. Facilitate and assist in the conduct of phasing-in and phasing-out activities of FAPs;
 - j. Conduct periodic monitoring and evaluation of FAPs during their implementation;

- k. Assist in the appropriate mainstreaming of FAPs into the DENR system, as may be required.

4. LOCAL INVESTMENTS AND PROGRAM SUPPORT SERVICE (LIPSS)

4.1 SPECIAL FUND PROGRAM DIVISION

- a. Assist, together with the other ENR-FASPO offices, services, divisions, and groups, and in coordination with the DENR/Planning and Policy Studies Office (PPSO) and other DENR offices, in preparing the DENR's plans and programs, including the Medium-Term Investment and Technical Assistance Program and, in coordination with the PPSO and the ENR Operations Office, provide assistance in preparing the Regional Development Investment Plans;
- b. Assist in relating to national government oversight agencies on special fund matters;
- c. Formulate or adapt project development and prioritization frameworks and guidelines for special funded programs/projects (SFPs) and disseminate them to other concerned DENR offices.
- d. Initiate and coordinate the identification, conceptualization, design, and packaging of project proposals for special funding and the conduct of feasibility studies and project appraisals; review and evaluate proposals received from other offices;
- e. Assist the DENR management in negotiations for projects requiring special funding and assist the office in leading or coordinating such negotiations;
- f. Review, in coordination with the PAMD the Work and Financial Plans of SFPs;
- g. Coordinate and liaise with oversight agencies throughout the project cycle, in coordination with the PAMD and other concerned DENR offices; follow-up the approval of SFPs within the DENR, oversight agencies, and special funding sources;

- h. Facilitate, and assist in, the implementation of SFPs; assist the PAMD in the review and management of their accounts;
- i. Facilitate and assist in the conduct of phasing-in and phasing-out activities of SFPs;
- j. Conduct periodic monitoring and evaluation of SFPs during their implementation;
- k. Assist in the appropriate mainstreaming of SFPs into the DENR system, as may be required.

4.2 PROGRAM ASSESSMENT AND COMMUNICATION DIVISION (PACD)

- a. Develop or adapt, in coordination with concerned services, divisions, and groups frameworks, systems, and procedures for the entire project cycle of ISF-ed programs and projects and for the internal management requirements of the ENR-FASPO.
- b. Undertake or coordinate the conduct of end-of-project evaluation and impact assessment of ISF-ed programs and assisted projects; coordinate the annual and other periodic evaluation of the entire ISF-ed programs and projects;
- c. Assist in the conduct of phasing-in and phasing-out activities of ISF-ed programs and projects;
- d. Coordinate the information, education, and communication (IEC) activities of the ENR-FASPO and assist in monitoring and evaluating the IEC components of ISF-ed programs and projects;
- e. Develop and maintain a library of basic project documents, accomplishment reports and related documents of all ongoing and completed ISF-ed programs and projects;
- f. Synthesize and disseminate experiences gained, lessons learned, and technologies generated from ISF-ed programs and projects;
- g. Assist in the appropriate mainstreaming of SFPs into the DENR system, as may be required.

4.3 PROGRAM ACCOUNTS MANAGEMENT DIVISION (PAMD)

- a. Assist, together with the other ENR-FASPO offices, services, divisions, and groups, and in coordination with the DENR/Planning and Policy Studies Office (PPSO) and other DENR offices, in preparing the DENR's plans and programs, including the Medium-Term Investment and Technical Assistance Program and, in coordination with the PPSO and the ENR Operations Office, provide assistance in preparing the Regional Development Investment Plans;
- b. Develop or adapt project accounts management systems, frameworks, and guidelines in coordination with the Financial and Management Services and in compliance with applicable government budgeting, accounting, and auditing rules and regulations and with donor requirements, and disseminate them to ERN-ISF-ed programs and projects and concerned DENR offices;
- c. Participate in the packaging of project proposals for investment and special funding and develop or coordinate the development of the required documentation;
- d. Assist the DENR management and other concerned ENR-FASPO services and divisions in negotiations for loans, grants, and local counterpart support for ISF-ed programs and projects;
- e. Assist in coordinating the planning, scheduling, and implementation of ISF-ed programs and projects;
- f. Review the Work and Financial Plans of ISF-ed programs and projects in coordination with the designated project manager/staff and the ENR-FASPO division concerned;
- g. Follow-up the approval of ISF-ed programs and projects within the DENR and with oversight agencies in government;

- h. Coordinate and liaise with oversight agencies and other funding organizations on financial management matters involving ISF-ed programs and projects; coordinate with the DENR planning and financial management offices with regard to government counterpart support;
- i. Facilitate, and assist in, the implementation of ISF-ed programs and projects, including the mobilization of loan and grant proceeds, processing of program/project accounts, and other financial management functions with regard to ISF-ed programs and projects;
- j. Assist in providing technical and secretariat support for the procurement of goods and services for ISF-ed programs and projects;
- k. Facilitate and assist in the conduct of phasing-in and phasing-out activities of ISF-ed programs and projects;
- l. Assist in the conduct of periodic monitoring and evaluation of ISF-ed programs and projects;
- m. Assist in the appropriate mainstreaming of ISF-ed programs and projects into the DENR system, as may be required.

5. PRIVATE SECTOR COOPERATION AND INVESTMENT PROGRAM SUPPORT GROUP (PSCIPSG)

- a. Assist in developing and implementing a Private Sector (business sector and civil society) Cooperation and Investment Program (PSCIP) for ENR development and management; provide secretariat support services to the program;
- b. Assist, together with the other ENR-FASPO offices, services, divisions, and groups, and in coordination with the DENR/Planning and Policy Studies Office (PPSO) and other DENR offices, in preparing the DENR's plans and programs, including the Medium-Term Investment and Technical Assistance Program and, in coordination with the PPSO and the ENR Operations Office, provide assistance in preparing the Regional Development Investment Plans;

- c. Identify and relate to private sector groups and private investment sources for ENR development and management;
- d. Formulate or adapt necessary project development and prioritization frameworks and guidelines appropriate for private sector sources and disseminate them to concerned DENR and other offices.
- e. Initiate and coordinate the identification, conceptualization, design, and packaging of project proposals for private sector assistance or participation; review and evaluate proposals received from other offices;
- f. Coordinate the provision of DENR assistance to private sector organizations in the formulation of programs and projects and in sourcing of financial and other types of support from traditional and non-traditional sources of assistance;
- g. Assist the DENR management in negotiations for private sector assistance and in leading or coordinating such negotiations;
- h. Assist in the review of private sector-assisted ENR programs and projects that require the DENR's support for public-private sector cooperation and investment;
- i. Coordinate and liaise with concerned organizations on the implementation of private sector-assisted ENR programs and projects;
- j. Assist in the review of ecologically sound private sector programs and projects that aim to contribute to ENR development and management and are supportive of the DENR's priorities; propose any necessary recommendations;
- k. Assist the PAMD in monitoring and evaluating private sector projects assisted by the PSCIP during their implementation phase.

**6. ENVIRONMENT FACILITY FOCAL CENTERS
SUPPORT GROUP (EFFCSG)**

- a. Initiate and maintain close relationships with international and regional organizations that assist or may assist the Philippines in implementing its commitments arising from international or regional environmental agreements, conventions, conferences, protocols, and the like;
- b. Assist the Legal and Legislative Affairs Office and other offices concerned in preparing the DENR/Philippine position on regional and international environmental agreements, conventions, conferences, and the like;
- c. Assist in monitoring and evaluating the implementation of the Philippines' international and regional environmental commitments covered by ISF-ed programs and projects, and formulate appropriate recommendations;
- d. Assist in providing secretariat services for the Philippine focal center for the Global Environment Facility and other focal centers for similar types of environment facilities and funds;
- e. Assist in monitoring and facilitating the implementation of foreign-funded regional and international ENR programs and projects hosted or assisted by the DENR.

**7. ENR-FASPO MANAGEMENT INFORMATION
SYSTEM GROUP (EMISG)**

The EMISG shall provide MIS support to the ENR-FASPO services, divisions, and groups, and shall perform the following support functions:

- a. In coordination with the MISD-PPSO and ENR-FASPO offices concerned, develop and implement management information systems, including data bases, which are essential for the efficient and effective conduct of the oversight functions of the ENR-FASPO over ISF-ed programs and projects;

- b. Coordinate with NAMRIA, MISD-PPSO, ISF-ed programs and projects, and other relevant offices concerned within the DENR, the development and implementation of GIS and other computerized applications required by the ENR-FASPO, especially by the PSCIP;
- c. Develop and manage, in coordination with the MISD-PPSO, the local area network, web page, and other computerized systems of the ENR-FASPO.
- d. Perform other information technology-related functions that are supportive of the ENR-FASPO's oversight functions.

8. OTHER PROVISIONS

- 8.1** The performance of the foregoing functions shall be undertaken in close coordination with other concerned DENR offices.
- 8.2** All DENR Offices implementing foreign-assisted and special programs and projects, including projects that involve or require private sector cooperation and investments shall coordinate their activities with the ENR-FASPO, which shall lead negotiations with foreign and private sector sources of loans and grants for such programs and projects. Offices with projects involving the participation or cooperation of the private sector, without investments for the DENR's programs and projects, such as industrial projects involving the cooperation of their proponents in complying with environmental laws, rules, and regulations, shall periodically share with the ENR-FASPO relevant information on such projects that may provide opportunities for enhanced public-private sector cooperation and private sector investments in the identified priority programs and projects of the DENR.
- 8.3** The functional realignment of the ENR-FASPO shall not result in any demotion or displacement of personnel, nor the abolition of positions or creation of positions that are not provided for in Executive Order No. 192. A realignment of the approved staffing pattern among the

services, divisions, and units within the ENR-FASPO may, however, be undertaken in accordance with their realigned functions. In addition, short-term personnel may be contracted to fill gaps in manpower needs and resources, subject to the availability of funds.

8.4 In order to ensure effective execution of their oversight, negotiation, and other critical functions covering ISF-ed programs and projects, ENR-FASPO officials and employees who shall be tasked to perform such functions shall be given adequate and appropriate training. For this purpose, the existing staff shall undergo a Capability Assessment Survey in order to determine the gap between the needs of the job and the capabilities of the staff. External professional services shall be obtained if necessary to provide training for the existing staff and capability assessment and building for the ENR-FASPO.

9. REPEALING CLASUE AND EFFECTIVITY

This Order, which amends DAO NO. 99-16 and other administrative issuances inconsistent herewith, shall take effect immediately.

(Sgd.) HEHERSON T. ALVAREZ
Secretary