

**DENR Administrative Order  
No. 2001 – 26  
October 25, 2001**

**SUBJECT : Creation of the Civil Society  
Action Network (CSAN) Executive  
Office.**

In line with the DENR's vision of providing an efficient, effective and prompt delivery of services to all environment and natural resources (ENR) stakeholders and in order to institutionalize a system that shall be customer-friendly, and process and results-oriented bureaucracy, an executive office in the central and regional offices is hereby established with the following guidelines:

**A. Composition of the CSAN Executive Office**

The CSAN Executive Office shall be established in the central office under the Office of the Secretary to be headed by an Executive Director. The Executive Office shall be composed of detailed technical personnel from the following offices:

1. DENR Bureaus (FMB, EMB, MGB, LMB, PAWB, ERDB)
2. Sectoral Concerns (FASPO, NAMRIA, LLDA)
3. Central-Based Offices (Legal, Operations, Management/ Finance)

The CSAN Executive Office shall likewise be established in the regional offices under the Office of the Regional Executive Director. The CSAN Regional Office shall be headed by the RED and shall be assisted by technical personnel from the different technical services.

**B. Functions of the CSAN Executive/Regional Offices:**

The functions of the Executive/Regional Offices shall be as follows:

1. Serve as a “one-stop-shop” within the DENR
2. Receive complaints, follow-ups to delayed actions, accept request/comments and suggestions;
3. Refer issues/concerns to respective DENR Offices for immediate action and conduct follow-ups;
4. Record all issues/concerns brought to its attention and submit periodic reports to the Secretary;
5. Provide window for cooperation/collaboration with the civil society relevant to ENR concerns; and
6. Perform other functions as may be assigned by the Secretary.

**C. Effectivity Clause**

This Order shall take effect immediately and hereby revokes all orders and issuances inconsistent herewith.

**(Sgd.) HEHERSON T. ALVAREZ**  
Secretary