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DENR ADMINISTRATIVE ORDER
NO. 2002 - 15

JUL 10 2002

**SUBJECT: REVISING DAO NO. 97-21 RE: INSTITUTIONALIZING
THE COMMUNITY ENVIRONMENT AND NATURAL
RESOURCES (CENR) MANAGEMENT COURSE IN THE
DEPARTMENT OF ENVIRONMENT AND NATURAL
RESOURCES**

Pursuant to Section 7 (b) of Executive Order No. 192 and in consonance with the Department's policy to develop further the managerial and leadership capabilities and skills of its human resources, the Community Environment and Natural Resources (CENR) Management Course is hereby institutionalized. The basic policy, objectives, scope and management are hereby promulgated for the guidance of all concerned.

1. BASIC POLICY

It shall be the basic policy of the Department to:

- 1.1 Professionalize the selection process of the frontline managers in the field offices all over the country as a basic requirement for promotion/designation to a CENR Officer position; and,
- 1.2 Upgrade their managerial and leadership skills and competence in order to contend with the anticipated changes and recent development trends.

2. OBJECTIVES

The CENR Management Course aims to enable the participants:

- 2.1 To gain broader perspectives in the realization of the Department's vision and mission;
- 2.2 To acquire analytical and integrative skills that promote sustainable development using the best practices and tools in the management of environment and natural resources; and,
- 2.3 To enhance their perspectives, experiences, attitudes, knowledge and skills (PEAKS) as demanded by the dynamic managerial and leadership development trends.

3. QUALIFICATION AND SELECTION OF THE PARTICIPANTS

3.1 QUALIFICATION FOR ADMISSION

Participants must possess the following qualifications:

3.1.1 Full-fledged and OIC PENR/CENR Officers

- 3.1.1.1 Must not be more than fifty-five (55) years of age, except under special consideration as approved by the Secretary;
- 3.1.1.2 Must not have pending administrative/criminal case;
- 3.1.1.3 Must be physically fit to undergo training as certified by a government physician;
- 3.1.1.4 Must have an average performance rating of at least Very Satisfactory for the last two (2) rating periods; and,
- 3.1.1.5 Must be recommended by the Regional Executive Director or Head of Office, as the case maybe.

3.1.2 Potential CENR Officers

- 3.1.2.1 Preferably forty (40) but not more than fifty five (55) years old;
- 3.1.2.2 Preferably permanent Division Chief or holding a position not lower than Salary Grade 18 and performing the functions of the position for at least three (3) years;
- 3.1.2.3 Must not have pending administrative/criminal case;
- 3.1.2.4 Must have a master's degree in any field of specialization or must have completed the academic requirements leading to a master's degree;
- 3.1.2.5 Must be physically fit to undergo training as certified by a government physician;
- 3.1.1.6 Must have an average performance rating of at least Very Satisfactory for the last two (2) rating periods; and,
- 3.1.2.6 Must be recommended by the Regional Executive Director or Head of Office, as the case may be.

3.2 SELECTION PROCESS

- 3.2.1 The DENR Proper Offices, Regional Offices, Bureaus and Attached Agencies shall nominate candidates through a selection process using the above criteria upon receipt of invitation/announcement;
- 3.2.2 The Human Resource Management Service (HRMS) shall compile/consolidate all nominations and shall evaluate qualifications, of forwarded nominees, based on the criteria;
- 3.2.3 The HRMS shall submit the short list to the Undersecretary for Field Operations through the Assistant Secretary for Finance and Management Services for pre-selection of participants; and,
- 3.2.4 The HRMS shall prepare the Special Order of the participants based on the final selection.

4. THE COURSE

4.1 COURSE CONTENTS

The CENR Management Course is a comprehensive and practitioner oriented middle managers course designed to enhance the PEAKS of participants in managing an environment and natural resources (ENR) organization. It is anchored on the context of sustainable development and the curriculum aims to develop an exploratory attitude, trends sensitivity and critical process of analytical thinking.

The Course shall be divided into six (6) Modules consisting of several sessions. They are as follows:

MODULE I - *The Mapper*

The first module promotes critical understanding and analysis of oneself, the organization and its environment.

A. The Personal Map

1. The Individual Portrait
2. Leading with Honor and Values (Ethics and Accountability)
3. Emotional Intelligence Quotient (EIQ) for Workplace Result
4. Equalizing Career and Family Life/Attributes of Highly Effective People/Leader
5. Effective Interpersonal Communication Skills
6. Profile of Model CENR Officer

B. The Organizational Map

1. Organizational Diagnosis
 - a. ENR Framework
 - b. Organizational Appreciation (DENR Mandate, Vision, Mission, Structure, Thrusts and Priorities)
 - c. Financial Resources (Government/DENR Budget and Accounting)
 - d. Physical Resources (Equipment/Facilities Acquisition and Utilization for Workplace Productivity)
 - e. Human Resources (Personnel Screening/Management)
 - f. Good Governance
2. Organizational Culture/Climate
3. Building Synergy for Organizational Excellence
4. External Customer Demands

C. The Environmental Map

1. Environmental Analysis (Sociological, Political, Economic and Technological Factors)
2. Economics-Environment Relationships
3. Environmental Security Management
4. Global Environmental Issues/Concerns

MODULE II - The Plotter

This Module enhances the visioning skills of the participants through the application of strategic management concepts and principles. Development of nurturing relationship is likewise emphasized as the organization is subjected to competing interests internally and externally.

A. Plotting the Future

1. Strategic Thinking/Analysis
2. Leading Organizational Change
3. Systematic Managerial Approaches (Problem Analysis, Decision-Analysis and Potential Problem Analysis)
4. The Information Highway (ICT for Managers)

B. The Path Maker

1. Program Development and Project Management
2. Foreign Assisted Special Programs/Fund Sources Accessing
3. Results Monitoring and Evaluation
4. Operations Management

- C. The Balancer
 - 1. Resource Management
 - 2. Risk Management/Stress Management
 - 3. Negotiation/Conflict Management
 - 4. Networking/Linkaging
- D. Gender and Development and Special Administrative Concerns
 - 1. Sexual Harassment
 - 2. Persons with Disabilities
 - 3. Mowelfund/Provident Fund
 - 4. Alternative Dispute Resolution/Ombudsman
 - 5. Protocol

MODULE III - *The Webber*

It features the development of empowering leadership and innovative managerial skills in pursuit of development efforts in the ENR sector. Likewise, the module shall highlight the integrative skills of participants needed to become responsive to the needs and aspirations of the people to whom the services are directed.

- A. The Builder
 - 1. Modern Paradigms of Public Administration
 - 2. Ecological Governance and Principles of Environmentalism
 - 3. Economics of Environment and Regulations
 - 4. Public Relations/Social Marketing/Power Presentation
- B. The Replicator
 - 1. International Environmental Commitments/Global Perspectives
 - 2. Success/Failure Stories in Public Management
- C. The Innovator
 - 1. Innovation Management/Innovative Technologies
 - 2. Entrepreneurship in Government
 - 3. Research and Development for ENR

MODULE IV - *ENR Policies and Programs*

This module aims to heighten the participants' cross-sectoral awareness in attaining the mandates for the sustainable management of environment and natural resources.

- A. Forestry Management
- B. Lands Administration and Management
- C. Mines and Geo-sciences
- D. Environmental Management

- E. Protected Areas and Wildlife Sector
- F. Coastal Resource Management
- G. Ecosystems Research and Development

MODULE V - *Immersion/Managerial Assessment*

The field immersion process will provide participants with first hand experience on the pressing ENR concerns and at the same time appreciation on the success stories in the field. Moreover, the exposure will help them gain broader perspectives on the impact of ENR management in the real life of the stakeholders.

The Managerial Assessment will guide the participants to initially practice the management tools acquired from the previous modules.

MODULE VI - *Exit Module*

The exit module will guide the participants to go back to self being the persons responsible on applying the learning from the course. It will provide them with an environment that will renew the loyalty to the organization and rekindle the spirit of commitment to public service.

- A. Journey to Oneself
- B. Renewal of Commitment to Service

The above course contents, however, shall be subject to change whenever necessary, to conform with the changing thrusts and priority programs of the Department and shall incorporate the latest trends and developments in the management and leadership aspects within the paradigm of sustainable development.

4.2 METHODOLOGY

A variation of training methodologies shall be utilized to maximize learning and participation, such as:

- 4.2.1 Lecture, Cases, Discussion
- 4.2.2 Presentation, Role Play, Open Forum
- 4.2.3 Structured Learning Experiences
- 4.2.4 Immersion; Managerial Assessment
- 4.2.5 Field Observation
- 4.2.6 Exercises
- 4.2.7 Rituals

4.3 RESOURCE PERSONS

The resource persons are experts in the different fields covered by the course modules.

4.4 GRADING SYSTEM

4.4.1 Examination - 25%

To include four (4) written one-hour examinations covering topics discussed. (20%)

An oral presentation to test the presentation skills of the participants. (5%)

4.4.2. Class Participation - 10%

Quality and relevant sharing of ideas/experiences during open forum and group discussion and active participation in various activities/socials/physical fitness programs.

4.4.3 Leadership and Discipline - 10%

Ability to influence others, ability to communicate well, to respect the rights of others, adherence to the norms and rules of the training, achiever/doer.

4.4.4 Immersion/Managerial Assessment - 15%

Report on immersion in community/other government agencies (OGAs), and relevant organizations which contains their learning from exposures and experiences to these activities, and/or application of knowledge and skills obtained from the completed modules.

4.4.5 Course Requirement Outputs - 40%

Individual papers which include daily reflection/learning journal. Group papers which include case analysis solution, etc (10%)

ENR Management Action Agenda - Final written output of participants which they shall defend orally to a group of panelist (DENR key officials). The paper should show the ability of the participants to integrate and apply their enhanced PEAKS in the Environment and Natural Resources (ENR) Management Action Agenda based on the chosen area of interest. (30%)

TOTAL - 100%

5. DURATION AND VENUE

This CENR Management Course is a 30-day live-in/residential program, which shall be preferably conducted at the Environment and Natural Resources Academy (ENRA), in Carranglan, Nueva Ecija and/or in other venues/field areas relevant to the course.

6. ADMINISTRATION AND MANAGEMENT

The Management Development Division (MDD), Human Resource Management Service shall be responsible for the administration and management of the CENR Management Course.

7. REPEALING CLAUSE

This Order repeals DAO No. 97-21 dated July 18, 1997.

Thenceforth, as a matter of policy, as far as practicable, pursuant to this Order, no personnel shall be appointed and/or designated to a CENR Officers position unless he/she successfully undergoes the CENR Management Course and qualifies in accordance with the Civil Service rules and regulations.

8. EFFECTIVITY

This Order shall take effect immediately.


HERERSON T. ALVAREZ
Secretary

JUL 10 2007