



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, Philippines 1104

JUL 07 2003

**ADMINISTRATIVE ORDER  
NO. 2003- 31**

**SUBJECT: OFFICIAL ORGANIZATION OF THE DEPARTMENT  
PROPER, DENR**

As part of the DENR's on-going program to return to the organization as prescribed by Administrative Order No. 1, series of 1988, implementing Executive Order No. 192, the official organization of the Department Proper is hereby instituted officially. The offices, services and divisions that officially comprise the Department Proper are listed below. They are also the offices that are recorded in the DENR plantilla that has been submitted to the oversight agencies such as the Department of Budget and Management and the Civil Service Commission.

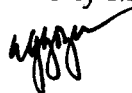
The following are the offices comprising the DENR Department Proper, also called the DENR Central Office:

1. **Foreign Assisted and Special Projects Office, headed by an Assistant Secretary**
  - 1.1. **Project Management and Coordination Service, headed by a Director III**
    - 1.1.1. Project Coordination Division
    - 1.1.2. Project Accounts Management Division
    - 1.1.3. Special Projects Division
  - 1.2. **Project Design and Packaging Service, headed by a Director III**
    - 1.2.1. Project Preparation Division
    - 1.2.2. Project Evaluation Division

2. **Public Affairs Office, with a Director (Director IV) and Assistant Director (Director III)**
  - 2.1. Research and Development Communication Division
  - 2.2. Public Information Division
3. **Special Concerns Office, with a Director (Director IV) and Assistant Director (Director III)**
  - 3.1. Socio-Political and Studies Division
  - 3.2. Special Actions and Investigations Division
  - 3.3. Indigenous Community Affairs Division (to remain with the Forest Management Bureau)
4. **Planning and Policy Service, headed by a Director III**
  - 4.1. Planning and Programming Division
  - 4.2. Project Development and Evaluation Division
  - 4.3. Research and Statistics Division
  - 4.4. Management and Information Systems Division
  - 4.5. Policy Studies Division
5. **Financial and Management Service, headed by a Director III**
  - 5.1. Accounting Division
  - 5.2. Budget Division
  - 5.3. Management Division
6. **Administrative Service, headed by a Director III**
  - 6.1. Personnel Division
  - 6.2. Records Management and Documents Division
  - 6.3. General Services Division

The Medical and Dental Unit shall continue to be part of and under the Personnel Division.

7. **Human Resource Development Service (replacing the name "Human Resource Management Service"), headed by a Director III**
  - 7.1. Trainers Development Division (formerly Manpower Training Services Division)
  - 7.2. Career Management Division (formerly Career Development Division)
  - 7.3. Management Development Division (formerly Manpower Research and Development Division)



**7.4. Carranglan Training Center (also to be known as Environment and Natural Resources Academy)**

**8. Legal Service, headed by a Director III**

- 8.1. Personnel Investigation Division
- 8.2. Claims and Conflicts Division
- 8.3. Investigation and Litigation Division
- 8.4. Law Enforcement and Licenses Division
- 8.5. Research and Legal Opinion Division
- 8.6. Processing and Documentation Division

The mandates, functions and responsibilities of the offices and divisions listed above are described officially in Administrative Order No. 1, series of 1988. The supervision over these offices has been prescribed in Special Order No. No.2003-454, dated June 11, 2003 (*Subject: Major Assignments of DENR Undersecretaries and Assistant Secretaries*).

In accordance with customary use in the Department, the offices of the Undersecretaries and Assistant Secretaries identified in Special Order No.2003-454 are hereby named as follows:

- 1. Field Operations Office (Office of Undersecretary Renato A. de Rueda)
- 2. Planning and Policy Office (Office of Undersecretary Demetrio L. Ignacio)
- 3. Land Management Office (Office of Undersecretary Manuel D. Gerochi)
- 4. Management and Technical Services Office (Office of Undersecretary Rolando L. Metin)
- 5. Muslim Affairs Office (Office of Asst. Secretary Matanog "Diego" Mapandi)
- 6. Foreign Assisted and Special Projects Office (Office of Asst. Secretary Rafael E. Camat)
- 7. General Legal Services Office (Office of Asst. Secretary Mylene G. Albano)
- 8. Legislative Liaison and Administrative Legal Services Office (Office of Asst. Secretary Raymond D. Mendoza)

The other DENR offices, which have been created through administrative authorizations in response to current thrusts of the Department are retained. They are:

- 1. Coastal and Marine Management Office (CMMO), headed by a Director III/Program Director, under the supervision of the USEC for Management and Technical Services



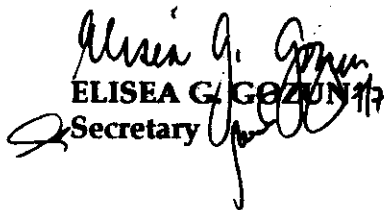
2. Community Based Forest Management Program Office (CBFMPO), headed by a Director III/Program Director, under the supervision of the USEC for Field Operations

*All other offices, task forces and directorates that were previously created by former DENR Secretaries through administrative authorizations and which are not listed in this Order are hereby abolished.* Personnel of the abolished offices who were detailed from the bureaus and who hold permanent appointment shall return to their mother units. Non-permanent personnel are considered terminated as of the issuance of this Order. They shall clear themselves of their responsibilities, using the standard clearance form, within ten (10) days from the date of this Order.

Heads of abolished offices shall turn over their office spaces, responsibilities, permanent personnel whose items are in the DENR Proper plantilla, equipment and other properties, supplies and records to the USEC for Management and Technical Services through the Director, Administrative Service within seven (7) days from the issuance of this Order.

Permanent personnel who are affected by this Order and whose items are in the plantilla of the Department Proper shall be advised of their new assignment in writing within seven (7) days from the issuance of this Order.

This Order takes effect immediately

  
ELISEA G. GOZUN  
Secretary