

**Administrative Order**

**No. 41**

**August 20, 1991**

**SUBJECT: Guidelines Governing the Deputation of  
Environment and Natural Resources  
Officers (ENRO)**

Pursuant to Executive Order No. 192, Section 80 of PD 705, as amended, and PD 1281 and in order to directly involve the citizenry in the protection and conservation of the country's environment and natural resources, the following guidelines on the deputation of environment and natural resources officers are hereby promulgated for the information and guidance of all concerned:

**Section 1. Definition.** For purposes of this Order, the following terms shall be construed to mean as follows:

- 1.1 **Deputy Environment and Natural Resources Officer (DENRO)** - refers to individuals or entities duly deputized by the DENR in accordance with the provisions of this Order for a period of one year, or longer, over a specific area of jurisdiction as stated in the deputation order.
- 1.2 **Special Deputy Environment and Natural Resources Officer (SDENRO)** - refers to persons or entities duly deputized by the DENR to act on a specific case or cases within a limited period not to exceed three (3) months under a special deputation order. SDENROs are those who have certain expertise on the enforcement of a particular environment and natural resources laws.

**Section 2. Functions and Duties of Deputy and Special Deputy Environment and Natural Resources Officers.** Persons or entities deputized as environment and natural resources officer shall have the following functions and duties:

- 2.1 To assist in the enforcement of laws, rules and regulations governing environment, forestlands, mineral lands, national parks and other lands of the public domain under the jurisdiction of the DENR;
- 2.2 To assist in the conduct of surveillance and monitoring of compliance with the environment and natural resources laws, rules and regulations;
- 2.3 In the absence of an authorized DENR personnel, to arrest even without warrant any person who has committed or is committing in his presence any of the

offenses provided in environment and natural resources laws, rules and regulations;

- 2.4 To deliver within the period prescribed by law from the time of arrest and seizure, the offender including the confiscated natural resources products, tools/equipment and conveyances to, and file the proper complaint with, the appropriate official designated by law to conduct preliminary investigation and file information in Court through the CENRO or PENRO or Regional Executive Director, whoever is most expediently available;
- 2.5 To act as witness in Court for the speedy prosecution of criminal complaints against environment and natural resources law violators;
- 2.6 To assist in the conduct of environment and natural resources information campaign, such as meetings, public assembly, and other extension activities within their areas of jurisdiction in coordination with DENR officers and personnel of other government or private agencies involved in a similar work; and
- 2.7 To submit monthly accomplishment reports to the CENRO having jurisdiction over their area of responsibility using the standard reporting form provided with this Order.

**Section 3. Who May be Deputized.** The following may be deputized as DENRO or SDENRO:

- 3.1 Duly elected local government officials;
- 3.2 Military and Police Officers;
- 3.3 Company Foresters and Concession Guards under the employ of TLA Holders;
- 3.4 Concession Guards employed by other forest users like holders of Rattan Cutting Contract (RCC), Pasture Lease Agreement (PLA), Forest Land Grazing Lease Agreement (FLGLA) and Industrial Tree Plantation Lease Agreement (ITPLA), etc.;
- 3.5 Qualified employees of mining concessionaires and other holders of environment and natural resources agreements;

- 3.6 DENR Program participants such as Integrated Social Forestry Program (ISFP) beneficiaries, Forestland Management Agreement holders (FLMA), Community Forestry Program (CFP) participants, and others;
- 3.7 DENR-accredited non-government organizations as defined under DENR Administrative Order No. 120, series of 1989;
- 3.8 Other individuals/entities that may be deputized upon the discretion of the Secretary.

**Section 4. Qualifications.** Prospective DENRO or SDENRO must possess the following qualifications:

- 4.1 A resident of, or assigned to, the area specified in the deputation order;
- 4.2 Knows how to read and write;
- 4.3 Not less than 21 years old and not more than 60 years old;
- 4.4 Physically fit and mentally sound;
- 4.5 Of good moral character;
- 4.6 Willing to perform and undertake the functions and duties of a DENRO/SDENRO;

**Section 5. Documentary Requirements.** To substantiate compliance with the provisions of Section 4 of this Order, the following documents must be submitted to the Community Environment and Natural Resources Officer (CENRO) concerned:

- 5.1 Endorsement from their respective office or organization duly signed by their respective head or employer, as the case may be;
- 5.2 Judge or Fiscal and Police Clearance;
- 5.3 Biodata with ID picture;
- 5.4 Medical Certificate;
- 5.5 Certificate of good moral character issued by the Barangay Captain of the area where the applicant resides or Parish Priest/Minister/Pastor;

- 5.6 Sworn Statement to the effect that the applicant is willing to undertake the functions and duties of a DENRO/SDENRO.

**Section 6. Processing of Applications and Approval of Deputation Orders.** The following procedures shall be observed in the processing of applications for deputation:

- 6.1 At the Community Environment and Natural Resource Office (CENR Office):
- 6.1.1 Receive applications for deputation to ensure completeness of the documents submitted for the purpose;
  - 6.1.2 Verify and evaluate the qualifications of the applicant based on the supporting documents submitted;
  - 6.1.3 Forward to the Office of the Regional Executive Director thru the Provincial and Natural Resources Officer (PENRO), all processed applications for deputation with findings and categorical recommendation.
- 6.2 At the Provincial Environment and Natural Resource Office (PENR Office):
- 6.2.1 Review all applications submitted by the CENRO;
  - 6.2.2 Indorse all applications to the Office of the Regional Executive Director with categorical recommendation.
- 6.3 At the Regional Office (RED):
- 6.3.1 The Regional Technical Director concerned shall further review all applications indorsed by the PENRO and act accordingly.
  - 6.3.2 The Regional Executive Director shall approve the deputation order of Special Deputy Environment and Natural Resources Officers.
  - 6.3.3 The Regional Executive Director shall indorse applications for Deputy Environment and Natural Resources Officer, when proper, to the Secretary with categorical recommendation for final consideration and approval.

### **Section 7. Orientation and Training of DENRO and SDENRO.**

The DENR shall cause the orientation of DENRO and SDENRO immediately prior to assumption of duty to ensure that they can effectively perform their functions as such. These orientations shall be conducted at the CENRO level in coordination with the Regional Human Resources Development Service.

The orientation shall consist of, but not limited to, the following and other topics contained in the Handbook on Natural Resources Laws Enforcement:

- 7.1 Basic knowledge on forest laws, rules and regulations;
- 7.2 Basic investigation work;
- 7.3 Basic preparation of complaints, filing of cases in court; and
- 7.4 Functions and duties of a DENRO/SDENRO.

The deputation order and the corresponding identification card shall be given after the DENRO/SDENRO shall have attended the orientation.

To update DENROs/SDENROs on the latest developments on environment and natural resources sector, including laws, rules and regulations, trainings shall be undertaken as often as may be necessary within the regional level.

DENRO/SDENRO whose deputation orders are still valid must participate in scheduled training. Failure to attend such training will be a ground for the automatic revocation of their deputation orders unless justified by non-existence of training within their area of assignment.

**Section 8. Revocation/Termination of the Deputation Order.** The Deputation Order of DENRO/SDENRO may be revoked by the approving authority on the following grounds:

- 8.1 When the specific case that gave rise to the approval and issuance of the Special Deputation Order is terminated or ceases to exist even prior to the expiration of the said deputation order;
- 8.2 When the DENRO/SDENRO is found to be ineffective in the implementation of DENR laws, rules, and regulations based on the performance evaluation as provided for in Section 9 hereof;

- 8.3 When found to have committed an act or acts in violation of the regulatory functions of the DENR without prejudice to the filing of criminal charges; and
- 8.4 When the DENRO/SDENRO fails to attend trainings referred to in Section 7 hereof.

**Section 9. Performance Evaluation of DENRO/SDENRO.** The performance and compliance of the DENRO/SDENRO with the provisions of this Order shall be evaluated by the Community Environment and Natural Resources Officer using the criteria and evaluation form to be prescribed by the Undersecretary for Field Operations.

**Section 10. Renewal of Deputation Order.** Duly accomplished performance evaluation form for DENRO/SDENRO will be the sole basis for renewal.

Recommendations for the renewal of deputation orders for DENRO with satisfactory or better rating shall be forwarded by the Regional Executive Director concerned to the Office of Undersecretary for Field Operations who is hereby authorized to approve such renewals.

Renewal of deputation orders for SDENRO shall be issued by the Regional Executive Director subject to clearance by the Assistant Secretary for Field Operations concerned.

**Section 11. DENRO/SDENRO Desk.** A Special desk for DENRO/SDENRO within each CENRO shall be created to have complete control and supervision over DENROs/SDENROs operating within its jurisdiction.

Monthly reports on the activities and accomplishments of DENROs/SDENROs and reports on deputation orders issued shall be submitted to the Office of the Undersecretary for Field Operations.

**Section 12. Repealing Clause.** All orders, circulars, memoranda inconsistent herewith are hereby repealed and/or amended accordingly.

**Section 13. Effectivity.** This Order shall take effect immediately.

**FULGENCIO S. FACTORAN, JR.**  
Secretary

**Special Order**

No. \_\_\_\_\_

Series of 199\_

**SUBJECT:     Deputizing     \_\_\_\_\_ (NAME) \_\_\_\_\_  
                  \_\_\_\_\_ (POSITION) \_\_\_\_\_, \_\_\_\_\_ (OFFICE/ADDRESS)  
                  as ENVIRONMENT AND NATURAL  
                  RESOURCES OFFICER of the Department  
                  of Environment and Natural Resources**

Pursuant to the pertinent provisions of existing environment and natural resources laws, rules and regulations, \_\_\_\_\_ (NAME) \_\_\_\_\_, \_\_\_\_\_ (POSITION) \_\_\_\_\_, \_\_\_\_\_ (OFFICE/ADDRESS) \_\_\_\_\_ is hereby deputized as Environment and Natural Resources Officer (CENRO) of CENRO \_\_\_\_\_, DENR Region \_\_\_\_\_ to exercise the power and authority provided for in the aforesaid laws, rules and regulations under the supervision of the DENR Officer concerned effective upon receipt hereof, of which this Office shall be informed accordingly.

By virtue of this deputation, he is authorized to detect and investigate violations of natural resources laws, rules and regulations and to arrest even without warrant any person who has committed, is committing or is about to commit in his presence any of the criminal offenses defined under the said laws as amended within the territorial jurisdiction of the CENRO concerned.

He is also authorized to apprehend/seize the tools, equipment and conveyances used in the commission of the offense and the natural resources products extracted/cut, gathered/removed and possessed by the offender(s) in the process of committing the offense. In all instances of detection, arrest and/or seizure, he shall deliver within the period prescribed by law from the time of arrest and seizure the offender(s) and the seized natural resources products, tools, equipment and conveyances used, and file the appropriate complaint with the concerned officials designated by law to conduct preliminary investigation and likewise file the information in court through the CENRO/PENRO/RED concerned.

He is further authorized to administer oath and to take acknowledgement in official matters connected with the functions of his office, and to take testimony in official investigations conducted under the authority of the aforesaid laws as amended and their implementing rules and regulations.

Furthermore, he shall assist in the enforcement of natural resources laws, rules and regulations, and in the conduct of environment and natural resources information and

Furthermore, he shall assist in the enforcement of natural resources laws, rules and regulations, and in the conduct of environment and natural resources information and education campaign such as public meetings/assemblies and other extension activities of the CENRO concerned in coordination with its officials/personnel and/or private agencies involved in similar work.

He shall submit to the CENRO/PENRO/RED concerned a monthly accomplishment report using the standard reporting form provided by the aforesaid DENR A.O.

The CENRO concerned in coordination with the Regional Human Resources Development shall provide the necessary training(s)/seminar(s) to the deputized ENRO upon the effectivity of this Order.

This deputation authorizes him only to exercise the power and authority conferred herein within the territorial jurisdiction of the CENRO concerned.

This deputation Order takes effect immediately and automatically expires one (1) year upon its approval or unless sooner revoked or terminated by this Office.

**FULGENCIO S. FACTORAN, JR.**  
Secretary



## Criteria in the Evaluation of Deputized ENROs

Hereunder are the guidelines/criteria in the performance evaluation of Deputized ENROs:

1. The active participation in the enforcement of natural resources rules and regulations will be the bottom line in the conduct of evaluation.

A. Prevention

This is where information dissemination campaign drives are conducted in coordination with DENR Field Officials/personnel assigned.

B. Detection

Ability to detect, call for surveillance in order to unearth the modus operandi of the perpetrators and to report same to the proper authorities. The following issues must be satisfied. How many have been reported verbally/writing? How many of these led to the seizure of illegally cut, gathered, collected, removed and/or possessed natural resources products? The volume must be specified.

C. Seizure/Confiscation

The courageousness, bravery, sincerity and determination of the deputized ENRO are given weights in this phase. As such, whenever their assistance is needed, they should be around to help the government, the DENR in particular in its thrust to discourage violations of natural resources laws, rules and regulations.

D. Prosecution

The demeanor of the deputized ENRO could be tested at this stage. It is where they will stand firm to what they have uncovered and/or acted. It may be a report on illegal activities or actual apprehension/seizure that have already reached the hall of justice. This will tell whether said deputized ENRO is bias/hostile or not. Certain issues like: How many were dismissed/prospered/convictions must be satisfied.

2. Handling duties and responsibilities

On this line, the issue of how far does a deputized ENRO know his duties or responsibilities same as those of DENR regular official/personnel shall be rated.

3. Others

A. Initiative/Innovations. The assumption is that all deputized ENROs have unlimited knowledge on ways to enforce natural resources laws, rules and regulations. For this, any innovations/initiatives employed will be taken into consideration.

B. Frequency of reporting to the CENRO concerned. Deputized ENROs are considered active in their duties and responsibilities if they are reporting from time to time to their assigned CENRO. Although they are not required to report daily, it is necessary that they inform their respective CENRO of their activities and/or whereabouts.

C. Public Relations. Deputized ENROs with respectable public relation could easily convey the policies and programs of the DENR. The effectivity and efficiency of enforcement of these thrusts lies on the acceptance/conformity of the community through good public relations maintained by the deputized ENROs.

D. Potential. Deputized ENROs were accepted for their dedication and high regard in the protection of our remaining natural resources and promotion of sound environment. Albeit, not all has the potential in management and organization. In this case, the DFO shall be rated on his other skills and capability that could be applied anytime. Their educational background and experience will speak for it.

4. Overall Remarks:

Consider all the above mentioned criteria, state the implication if the subject deputized ENRO is to be retained or not. Categorical recommendation will help the policy and decision-makers.

**NOTE:** Report Forms Omitted

**Administrative Order**  
**No. 43**  
**September 6, 1991**

**SUBJECT: Guidelines on the Participation of DENR  
in the Implementation of Republic Act  
6810 or the "Kalakalan 20"**

In support of RA 6810 entitled, "**Magnacarta for Countryside and Barangay Business Enterprises (CBBEs)**" and to encourage the participation of the broadest spectrum of the society in the utilization, development, protection and management of the country's natural resources, the following guidelines are hereby issued:

**Section 1. Who are Qualified.** The following shall be qualified under this Order:

- 1.1 Holders of valid and existing natural resources agreements, permits, and licenses issued by the DENR;
- 1.2 Applicants for natural resource agreements, permits, and licenses which have been evaluated by the appropriate DENR Office as qualified to be granted such agreements, permits, or licenses.

**Provided that**, the above shall have been duly registered with and issued by the Department of Trade and Industry (DTI) with the corresponding CBBE Certificate of Authority pursuant to RA 6810 and its implementing guidelines.

**Section 2. Incentives and Benefits.** Should specific guidelines governing the particular agreement, permit, or license applied for, or under which a holder thereof is categorized permit, CBBE Certificate of Authority holders shall be exempted from the submission of similar documentary requirements previously presented in their registration as a CBBE, such as Articles of Incorporation and By-laws, registration papers with the Securities and Exchange Commission (SEC), DTI-related documents, etc.

In addition, the DENR waives, whenever applicable, the following administrative fees imposed in the processing of applications and renewal of agreements, permits, and licenses, in favor of the CBBEs:

- 2.1 Filing Fee;
- 2.2 Application Fee;
- 2.3 Certification Fee;
- 2.4 Inspection Fee;

- 2.5 Processing Fee;
- 2.6 Renewal Fee; and
- 2.7 Other administrative fees that may later on be authorized by the DENR Secretary.

Furthermore, when all things are equal in the evaluation of similar application or renewal of agreements, permits, or licenses, and subject to property rights, a CBBE Certificate of Authority holder shall be given preference over the other applicants who are not CBBE Certificate of Authority holders for new or renewal of agreements, permits or licenses.

Between and among CBBE Certificate of Authority holders, the bias shall be in favor of the entity or party which has satisfactorily complied with the provisions of RA 6810 and contributed more to countryside development. This shall be decided upon by the DENR Regional Executive Director in consultation with his DTI counterpart.

**Section 3. Exemptions from the Benefits and Incentives.** It is emphasized that the following are not waived:

- 3.1 Regulatory fees, charges and/or economic rents due on the development and utilization of natural resources which have been prescribed by existing specific laws, rules and regulations;
- 3.2 Documentary evidences needed in the cutting, gathering, extracting, transport, processing and disposition of natural resources products such as Certificate of Timber or Lumber Origin (CTO/CLO), Certificate of Origin of Mineral Ores (COMO), cutting permit, etc.; and
- 3.3 Compliance with the Environmental Impact Statement (EIS)/Environmental Impact Assessment (EIA) requirements prescribed for environmental protection purposes.
- 3.4 Others which may later on be imposed by the DENR Secretary.

**Section 4. Coordination with the Department of Trade and Industry (DTI).** The DENR Regional Executive Director is hereby directed to coordinate with his DTI counterpart to secure a list of CBBE Certificate of Authority holders. He shall likewise discuss common areas of concern such as, but not limited to, the provisions of paragraph 4 of Section 2 hereof, for the smooth implementation of the Kalakalan 20 Program.

**Section 5. Repealing Clause.** This Order repeals and/or amends all other orders, circulars, memoranda and other rules and regulations inconsistent herewith.

**Section 6. Effectivity Clause.** This Order takes effect immediately.

**FULGENCIO S. FACTORAN, JR.**  
Secretary

**Administrative Order**  
**No. 64**  
**December 18, 1991**

**SUBJECT: DENR Information Resources Management Program**

**A. Purpose**

This order establishes the DENR Information Resources Management (IRM) Program which is aimed at enhancing the DENR's performance through the effective and economic acquisition of information and promoting coordinated and integrated information management functions.

**B. Applicability and Scope**

1. This Order applies to the DENR Central Office, Staff Bureaus, DENR Regional Offices and NAMRIA. The DENR Central Office, Staff Bureaus, DENR Regional Offices and NAMRIA shall be referred to as DENR Components.
2. This order's provisions cover the information management activities concerning information collection, processing, storage, communication, dissemination and use. It covers concerns on technology, standards, applications, access, security, organization and training in the management of all forms of information handled or used in the DENR such as maps and other geographic information, statistics, forms, reports, records, and other information products without regard to its sources.
3. The IRM Program includes all locally funded IRM initiatives as well as those funded from grants and loans from foreign and local sources.

**C. Definition of Terms**

For purposes of this Order, the following definitions are hereby adopted:

1. **Information** is the meaning which people assign to data and which increase their knowledge with regard to an item of interest. DENR information is derived from the assembly, analysis or summary of geographical/mapping data, remote sensing data, operations data, statistical survey data, reports, local knowledge, and related data sets.

2. **Information Resources** include all facilities, equipment, personnel, supplies, systems and other machinery needed to collect, store, handle and disseminate data, information and knowledge the organization uses.
3. **Information Resources Management (IRM)** consists of the policies, actions or procedures concerning information (both automated and non-automated), which management establishes to serve the overall current and future needs of the organization. These policies would address such areas as availability, timeliness, accuracy, integrity, privacy, security, auditability, ownership, use and cost-effectiveness of information.
4. **Information collection** is the obtaining or soliciting of facts or opinions through the use of remote sensing, written report forms, application forms, questionnaires, reporting and recordkeeping requirements, or other similar methods.
5. **Information dissemination** includes the packaging, communication, distribution of processed data in any form or media.
6. **Information system** is the structure used for repetitive conversion of data into information, which, whether automated or non-automated, normally involves personnel, equipment and procedures.
7. **Information technology** consists of such technical resources as computer data processing, automated cartography, image processing, desktop publishing, presentation systems, telecommunications, micrographics, reprographics, and office automation systems used to address problems in information handling, use, processing, storage, communication, management and dissemination.
8. **Information Systems Plan** is the framework or scheme for identifying how the organization will use information and information technology to achieve its mission.

**D. Policy**

It is the policy of the DENR to:

1. Improve the availability, reliability, timeliness, flow and in general, the quality of information vital to operations and decision-making;
2. Ensure the economic and effective acquisition, allocation and dissemination of information resources;

3. Organize information systems to encourage sharing of information within the DENR and with related organizations in government;
4. Actively participate in multi-agency information management programs that will reduce redundancies, promote compatibility of related databases and minimize costs of system development, creation of commonly-required databases and maintenance of the same;
5. Promote greater information technology industry involvement in the development of environment and natural resource information systems;
6. Create awareness and develop organizational capability on Information Resource Management (IRM) and Information Technology (IT) concepts and practices;
7. Institutionalize IRM as a vital function in the DENR organization;
8. Increase public access and use of environment and natural resource information; and
9. Reduce paperwork burden on the public and various components of the organization.

**E. IRM Program Framework Plan**

The DENR Five-Year Information Systems Plan shall serve as the framework for all Information Resource Management and Information Technology Projects and activities. All on-going and proposed initiatives will be tied to the ISP. The Information Systems Plan shall continually be updated to respond to the needs of the organization.

**F. Program Organization and Management**

The following organization structure is hereby adopted for the effective implementation of the ISP and the pursuit of IRM objectives:

**National IRM Steering Committee**

This will be composed of the Undersecretaries, NAMRIA Administrator, Assistant Secretaries, and Bureau-Level Directors. It will be responsible for providing guidance and direction to IRM strategic planning, plan implementation and updating; prioritizing systems for development; allocating resources to the various components of the Plan; and evaluating performance of plan implementation. The Undersecretary for



## 1. **IRM Program Director**

The Information Resources Management (IRM) Program Director will be designated by the Secretary as such and will be responsible for the day-to-day coordination, monitoring and management of activities leading to the attainment of the objectives of the Program. The Program Director will exercise supervisory functions over the activities of the work groups and the IRM Secretariat. The Director will report to the Chairman of the National IRM Steering Committee and Chairman of the Technical Committee.

The IRM Program Directors will also serve as DENR's Information Systems Planner and will liaise with the National Computer Center, other government agencies, and information technology industry on information technology related matters.

## 2. **IRM Technical Work Groups**

Work groups will be concerned with but not limited to data management, systems management, organizational strategy and training, technology management, and coordination and integration of information planning and monitoring activities. Work groups may also be created to focus on Information Technology applications such as geographical information systems, records and forms management, statistical information systems, survey information systems, office automation, etc.

Initially, five work groups are hereby created to assist the IRM Technical Committee in the exercise of its functions. The work groups shall be composed of selected sectoral and information technology representatives of the various DENR Units. Work group leaders shall be designated from the membership. Functions of the work groups are as follows:

- a. **Integrated IRM Planning and Monitoring:** This work group shall be concerned with strategic planning, long-range operational planning and annual IRM planning. This group shall:
  - a.1 Update the inventory of information management programs and activities of the DENR and establish procedures for maintenance of this inventory;
  - a.2 Determine and report on the funding of all current, pipeline and proposed information management activities in the DENR;
  - a.3 Integrate all recommendations of various work groups and component IRM committees to update the DENR Information Systems Plan;

- a.4 Coordinate and assist the Regional Offices in the preparation of Regional Information Systems Development Plans;
- a.5 Prepare the Two-Year Information Systems Development Plan required for appropriations purposes; and
- a.6 Coordinate, monitor and report ISP implementation.

b. **Data Management.** This Work Group shall focus on the following concerns: data standards, database design, information access, audit and verification procedures to ensure data accuracy and integrity, physical security of information, back-ups and copies, release and certification or publication of information. The Data Management Work Group shall:

- b.1 Inventory all available information in the DENR and map the location of information in the organization;
- b.2 Develop the DENR data dictionary and establish data standards;
- b.3 Prepare guidelines and procedures for the maintenance and use of the DENR data dictionary;
- b.4 Review all data base designs of information projects to minimize duplicative efforts;
- b.5 Study current situation, policies and practices on data controls and security and recommend policies to improve data controls and security;
- b.6 Ensure that data control measures are provided in all IRM projects;
- b.7 Study and recommend measures to improve the physical security of DENR's information resources; and
- b.8 Recommend policies on accountability and responsibility for data, including the function of issuing and certifying on information generated or produced by DENR components, and publishing the same.

**Systems Management.** The Systems Management Work Group shall be concerned with systems development and implementation. It shall:

- c.1 Establish guidelines and procedures for DENR information systems development activities;
  - c.2 Prepare technical guidelines for contracting systems development work;
  - c.3 Develop and establish DENR system documentation standards;
  - c.4 Review on-going systems development projects to ensure consistency with IRM policies, and system development guidelines and standards;
  - c.5 Recommend priority systems for development and application nationwide;
  - c.6 Recommend information systems that can be developed jointly with other government offices; and
  - c.7 Conduct technical reviews of system development projects and report recommendations to concerned user group and the Technical Committee.
- d. **Education, Training and Organizational Development.** This work group shall focus on studying how the wider use of information technologies throughout the organization will impact on current organization and functional structures and how the expected change should be managed through education, training and other organizational development interventions. It shall:
- d.1 Study the DENR organizational structure and recommend organizational strategy and plan for more effective use of information technologies and to achieve the goals of the IRMP;
  - d.2 Study on-going IT training and manpower development programs and recommend policies, guidelines and projects to increase IT capability in the DENR;
  - d.3 Create a database of training needs, opportunities and available training;
  - d.4 Provide for continuous training on IT for developing DENR manpower resources; and
  - d.5 Formulate and implement an Information, Education and Communication (IEC) activity to support IRMP implementation.

- e. **Information Technology Assessment, Acquisition and Management.** This work group shall:
  - e.1 Compile and review IT hardware and software acquisition plans;
  - e.2 Inventory existing IT resources;
  - e.3 Prepare information technology assessment reports;
  - e.5 Prepare guidelines and procedure on maintenance of IT resources; and
  - e.6 Study and recommend policies and guidelines on acquisition of IT hardware and packaged softwares.

3. **IRM Secretariat**

A Secretariat to the Steering and Technical Committees will provide administrative and technical support to the work of the Committees. Staff from the divisions of the Planning and Policy Studies Office will form the core of this Secretariat, with the MISD Chief as its head. Other staff may be engaged to serve in the Secretariat. Its functions include:

- a. Facilitate the conduct of Committee meetings including the preparation of agenda, recording of minutes, etc.;
- b. Provide technical and other support services that the Committees may require in the execution of its functions, except those assigned to work groups;
- c. Prepare and compile regular reports on status/progress of work of committees and work groups; and
- d. Perform other functions as may be assigned.

**IRM Committees of DENR Components**

IRM Committees in the Central Services and Offices, the Bureaus, attached agencies, and regional offices shall be responsible for implementation of components of the ISP applicable to their respective units and consistent with general policies and guidelines. Except for Central Offices, each IRM Committee shall be chaired by the head of office. At Central office, the Assistant Secretary for Management Services shall head the IRM Committee.

The Component IRM Committees shall:

- a. Monitor and coordinate the implementation of the DENR Information Systems Plan at the Component's level;
- b. Require and pinpoint responsibility and accountability for managing information that is generated by the Component;
- c. Control and approve the acquisition of information technology resources consistent with Plans approved by the National Steering Committee;
- d. Review, evaluate and assess IRM activities within the Component and use the results to improve information management processes and information quality;
- e. Plan for future IRM activities by identifying initiatives, programs, and new options which will further enhance the effectiveness and productivity of operations of the Component;
- f. Inform the IRM Technical Committee of opportunities which exist for program improvement;
- g. Support management processes for reviewing and evaluating IRM policies and procedures, and information holdings;
- h. Provide regular activity status reports to the IRM Steering Committee through the Technical Committee; and
- i. Perform other functions as may be assigned.

#### **G. Operating Guidelines**

Each Committee or work group will establish their respective operating procedures and prepare work plans to achieve the outputs required from each of them based on general guidelines and procedures to be issued by the Steering Committee through the Technical Committee.

#### **H. Dissemination of Information on the IRMP**

To facilitate Program implementation, communicate progress of IRMP activities, and provide advice and information on various information technology

concerns, an in-house IRMP bulletin shall be issued regularly throughout the organization. The IRM Program Director will ensure that all work groups, committees and the secretariat will continually update the organization on their activities, outputs and other developments through the bulletin.

The organization of an Information Technology Users Forum will also be encouraged to provide a vehicle for exchange of information and experiences by IT users in DENR and generate recommendations for further strengthening of the IRM program.

**I. Transitory Provisions**

Orders and other issuances on DENR statistical concerns, records management, reporting systems, data standardization, map standardization, information systems, and other information management functions and activities shall be reviewed by the IRM Steering Committee and updated for consistency with this Order.

All new initiatives are hereby covered by this Order.

**J. Repealing Clause**

All related orders inconsistent to this issuance are hereby revoked or amended accordingly.

**K. Effectivity**

This order shall take effect immediately.

**FULGENCIO S. FACTORAN, JR.**  
Secretary

**Memorandum Circular**  
**No. 2**  
**March 7, 1991**

**TO: All Regional Executive Directors**  
**All Chiefs of Legal Divisions,**  
**Bureaus/Regional Offices**

**SUBJECT: Transmittal of the Records of Cases**  
**Appealed to the Office of the Secretary,**  
**Together with a Summary of Proceedings**  
**Thereon**

Under Memorandum Circular No. 123, dated February 8, 1991, of the Office of the President, all departments, bureaus, agencies, offices, and instrumentalities of the Executive Department are directed "to transmit to the Office of the President the **complete records** of appealed matters with each page consecutively numbered and initialed by the custodian of the records, together with a **summary** of proceedings thereon from the filing of the complaint or petition before the office of origin up to transmittal to the Office of the President in chronological order indicating the action taken, incidents resolved, and listing of all pleadings, motions, manifestations, annexes, exhibits and other papers or documents filed by the contending parties, as well as the corresponding orders, resolutions and decisions".

In accordance with the aforesaid Memorandum Circular No. 123, it is likewise directed that with respect to cases appealed to the Secretary of Environment and Natural Resources, the records pertinent to said cases shall be forwarded to this Office with each page consecutively numbered and initialed by the custodian of the records, together with a summary of proceedings thereon from the filing of the complaint or petition before the Office of origin up to the transmittal to this Office in chronological order indicating the action taken, incidents resolved, and listing of all pleadings, motions, manifestations, annexes, exhibits and other papers or documents filed by the contending parties, as well as the corresponding orders, resolutions and decisions.

For your strict compliance.

**FULGENCIO S. FACTORAN, JR.**  
Secretary