

**GENERAL
ADMINISTRATION**

DENR Administrative Order

No. 02

January 10, 1994

SUBJECT : Transfer of the Administrative Jurisdiction of the Municipality of Malungon, Sarangani, from CENRO RXI-5B to PENRO RXI-6, Sarangani Province.

Pursuant to Republic Act No. 7228 otherwise known as "An Act Creating the Province of Sarangani", in order to facilitate the delivery of services of the DENR and in consonance with the request of the Sangguniang Panlalawigan of Sarangani Province, the administrative jurisdiction over the Municipality of Malungon, Sarangani is hereby transferred to the Provincial Environment and Natural Resources Office RXI-6, Sarangani from the Community Environment and Natural Resources Office RXI-5B, General Santos City.

The Regional Executive Director and the CENRO RXI-5B shall immediately effect the transfer of all functions, records, personnel and the resources to PENRO RXI-6, Sarangani to ensure continuity of service delivery.

The local government units concerned shall be informed of this action.

This Order supersedes all other orders, memoranda and circulars inconsistent herewith.

This Order takes effect fifteen (15) days after its publication in a newspaper of general circulation.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 10
March 11, 1994**

SUBJECT : Amendment of Department Administrative Order (DAO) No. 133, Series of 1989 re: Prescribing a Standard DENR Statistical Reporting System and DAO No. 31, Series of 1993 re: Submission of Statistical Data and Information of all Foreign Assisted Projects to the Planning Service, Planning and Policy Office.

Pursuant to Executive Order 192, series of 1987 and to ensure well coordinated data collection and reporting activities in the central and regional operations, and in view of the creation of statistical units in some sectoral bureaus and the regional offices, Department Administrative Order No. 133, series of 1989 and DAO 31, series of 1993 are hereby amended as follows:

1.0 Reporting Forms

The prescribed forms for the statistical reports to be accomplished and submitted by the field offices, sectoral bureaus and attached agencies shall be coded as follows:

1.1 Field Offices to Sectoral Bureaus and/or Program/ Project Coordinating Offices

EMS - Environment Management Sector
ERDS - Ecosystems Research and Development Sector
FMS - Forest Management Sector
LMS - Lands Management Sector
MINSTAT - Mines and Geosciences Sector
PAWS - Protected Areas and Wildlife Sector

1.2 Sectoral Bureaus and/or Program/Project Coordinating Units to PPSO

EMB - Environment Management Bureau
ERDB - Ecosystems Research and Development Bureau
FMB - Forest Management Bureau
LMB - Lands Management Bureau
MGB - Mines and Geosciences Bureau
PAWB - Protected Areas and Wildlife Bureau
FAPS - Foreign-Assisted and Special Projects Office

1.3 Field Offices and Sectoral Bureaus and/or Program/ Project Coordinating Office to NAMRIA

The reporting form on the inventory of maps shall be coded as "MAP"

2.0 Reporting Flow and Roles of the Various Offices/Sectors

The general reporting flow/due dates and roles of the different offices and sectors shall be as indicated in Annexes 1 and 2, respectively and which shall form part of this Order. The details on the submission of the reports of specific sectors/coordinating units shall be as follows:

2.1 Environment Management Sector/Bureau

There shall be eight (8) field statistical forms — with one form having three (3) sub-forms— which shall be filled out and submitted by the concerned field offices at various levels (i.e., CENRO, PENRO, Regional Sectoral Services and Regional PMD) and eventually submitted to the EMB Central Office **quarterly**.

Likewise, the EMB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later

than the 25th day of the first month of the following quarter.

2.2 Ecosystems Research and Development Sector/Bureau

There shall be three (3) field statistical forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the ERDB Central Office **quarterly**.

Likewise, the ERDB shall submit consolidated quarterly statistical reports to the PPSO, not later than the 25th day of the first month of the following quarter.

2.3 Forest Management Sector/Bureau

There shall be thirteen (13) field statistical forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the FMB Central Office **quarterly** with monthly breakdown of data.

Likewise, the FMB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later than the 25th day of the first month of the following quarter.

2.4 Lands Management Sector/Bureau

There shall be three (3) field statistical forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the LMB Central Office **quarterly**.

Likewise, the LMB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later than the 25th day of the first month of the following quarter.

2.5 Mines and Geosciences Sector/Bureau

There shall be two (2) field statistical forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the MGB Central Office **quarterly**.

Likewise, the MGB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later than the 25th day of the first month of the following quarter.

2.6 Protected Areas and Wildlife Sector/Bureau

There shall be three (3) field statistical forms with one form having two (2) sub-forms which shall be filled out and submitted by the concerned field offices at various levels and eventually submitted to the PAWB Central Office **quarterly**.

Likewise, the PAWB shall submit consolidated quarterly statistical reports (with regional breakdown of data) to the PPSO, not later than the 25th day of the first month of the following quarter.

2.7 Foreign-Assisted and Special Project Office

The FASPO shall submit to the PPSO consolidated **quarterly** statistical reports (i.e., for both foreign-assisted and special projects), broken down by sector (i.e., Environment Management, Ecosystems Research and Development, Forest Management, Lands Management, Mines and Geosciences, Protected Areas and Wildlife) not later than the 25th day of the first month of the following quarter.

The PPSO shall feedback to the various sectoral bureaus the appropriate statistical data and information on foreign-assisted and special projects not later than the 15th day of the second month of the following quarter.

2.8 National Mapping and Resource Information Authority

The various field offices (i.e., including and through the regional PMD), foreign-assisted and special projects (i.e., through the FASPO), sectoral bureaus and attached agencies shall submit inventories of their available maps to the NAMRIA **quarterly**.

3.0 Method of Submission

Reports shall be submitted both in hard copies and diskette forms simultaneously. The concerned sectoral bureaus are hereby tasked to distribute the required standard reporting forms in diskettes to the regions to facilitate the submission of reports in diskette form.

The PPSO is also hereby tasked to distribute to the sectoral bureaus and FASPO the required reporting forms in diskette form.

4.0 Review of the Reporting System

The PPSO shall initiate an annual review of the reporting system to identify its strengths, weaknesses, (e.g., existing and potential problem areas, gaps, etc.) and formulate and recommend solutions to address the weaknesses, if any.

5.0 Repealing Clause

All Memoranda, Circulars and Orders inconsistent herewith are deemed revoked/repealed/amended.

6.0 Effectivity

This order shall take effect immediately and shall remain in force unless revoked or amended in writing.

ANGEL C. ALCALA
Secretary

DENR Administrative Order
No. 25
August 04, 1994

SUBJECT : Designation of the Provincial Environment and Natural Resources Officer/or OIC PENRO as Chairman of the Provincial/City Mining Regulatory Board.

In order not to hamper or disrupt and to ensure the continuity of the operation of the Provincial Mining Regulatory Board due to resignation, retirement, reassignment and leave of absence of the Provincial Environment and Natural Resources Officer/ or OIC PENRO, unless otherwise specified, the incoming or incumbent Provincial Environment and Natural Resources Officer/ or OIC PENRO shall automatically be the Chairman of said Board as provided under Sec. 24 of R.A. 7076, without the necessity of issuing special order designating them as such.

This Order shall take effect immediately and all previous administrative issuances and Special Orders inconsistent herewith are revoked.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary for Field Operations

DENR Administrative Order
No. 29
August 31, 1994

SUBJECT : Authority to Create Sub-Station of Field Offices.

In the interest of the service and in order to improve the delivery of services, the creation of sub-stations or field offices in CENR Offices is hereby authorized.

The creation of such office shall be based on the necessity of the service in a particular area and its accessibility by the transacting public. It shall be recommended by the CENRO concerned to its PENRO who shall be the approving authority. The approval shall be made, copy furnished the Regional and Central Offices.

Sub-stations created shall be manned by regular personnel from the CENR Office concerned, depending on the requirements of the area. The CENROs concerned shall see to it that the creation of such an Office serves the purpose for which it was created.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 32
September 07, 1994**

SUBJECT : Creation of an Office to Coordinate DENR Commitments to Inter-Agency Committees, Commission, Task Force and Special Projects.

Pursuant to Executive Order No. 192 which mandates the Department of Environment and Natural Resources (DENR) as the primary government agency responsible for the conservation, management, development and proper use of the country's environment and natural resources, the following guidelines are hereby promulgated.

Sec. 1 Statement of Policy. It shall be the policy of the State to ensure the sustainable development of natural resources and the protection of the environment. This policy could be operationalized by the DENR organization and also through cooperative efforts extended by other government agencies (OGAs) and non-governmental organizations (NGOs).

Sec. 2 Creation of a National Coordinating Office. To achieve the policy enunciated in Section 1 of this Order, there is hereby created an Office which would be in charge of coordinating DENR commitments to inter-agency committees, commission, task force, special projects, working groups, councils and the like.

The Office shall be under the direct supervision of an Executive Director to be appointed by the Secretary; the Executive Director shall have a rank of no less than Director III. The office shall be composed of personnel who will be working on a full-time basis and which are detailed to the Office of the Secretary. The Executive Director is hereby authorized to seek the assistance of other offices, bureaus and/or attached agencies for the detail of personnel who will be the staff members of this office.

The Executive Director reports directly to the Secretary.

The Coordinating Office shall have the following functions and objectives:

- a. to rationalize DENR's representative in inter-agency committees, commission, task forces, special projects, working groups, councils, etc.;
- b. to ensure continuity of representation by having experts and alternates who will regularly represent DENR in meetings, fora, hearings and other similar gatherings;
- c. to preclude inconsistencies in DENR positions, opinion and/or stands on issues which effect the environment and natural resources sector; and,
- d. to make sure that commitments and prompt action on matters which need to be attended to are undertaken.

Sec. 3 Functions of the National Coordinating Office. The unit shall have the following functions:

- a. prepare background information and other pertinent data on the various inter-agency committees, commission, task force, special projects, working groups, councils and the like in which DENR has membership;
- b. monitor the activities and developments affecting the environment and natural resources sector in these committees through reports submitted by the Secretary's representatives;
- c. update and appraise the Secretary immediately of any decision that has to be undertaken, thus facilitating timely action on documents relative to these committees, commission, task force, special projects, working group, councils, etc.;

- d. keep a directory of representatives and alternates who will regularly represent DENR and attend meetings, conferences, fora, and other functions conducted by these committees so that they will be informed in the shortest time possible;
- e. ensure that commitments are followed through and accomplished;
- f. ascertain that the channels of communication between the Secretary and his representatives are always open for consultations and dialogue; and,
- g. perform other pertinent functions that may be assigned by the Secretary.

Sec. 4 Scope and Coverage. This Order shall cover all inter-agency committees, commission, task force, special projects, working groups, councils, organizations and the like in which DENR has a membership both national and international in scope.

Sec. 5 Transitory Provision. All Offices (Central-based and region-based), bureaus, and attached agencies are directed to submit to the office of the Executive Director a listing of present memberships of their personnel in committees, commission, task force, working groups, or councils in their capacity as representative of the Secretary or by virtue of their positions/designations. They shall also submit background information on such committees in a form to be prescribed by the Executive Director.

As an initial activity, the Coordinating Office shall evaluate the submitted lists and determine whether these fall within its jurisdiction. Thereafter, the Office shall organize itself in such as manner as to effectively fulfill its functions.

Sec. 6 Effectivity. This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

DENR Administrative Order

No. 35

September 19, 1994

SUBJECT : Guidelines Governing the Implementation and Monitoring of the DENR National Crime Reporting System.

Pursuant to Executive Order No. 386 entitled "Establishing a National Crime Information System (NCIS), Providing the mechanisms therefore and for other similar purposes" and in recognition of the role of the Department as one of the Pillars of Law Enforcement (PLE), the following guidelines are hereby promulgated:

CHAPTER I

TITLE, PURPOSE, OBJECTIVES AND SCOPE

Sec. 1 Title

This Administrative Order shall be known as the "DENR National Crime Reporting System Guidelines."

Sec. 2 Purpose

- 2.1 Provide a nationwide basis for crime statistics on violators of Environment and Natural Resources(ENR) laws;
- 2.2 Prescribe the procedure in the preparation, collection, interpretation and dissemination of crime reports;
- 2.3 Provide a complete coverage on crime reporting, monitoring and feedback mechanism; and
- 2.4 Delineate the responsibilities of units concerned.

Sec. 3 Objectives

- 3.1 To have an accurate picture of the overall crime situation in the country by providing:
 - 3.1.1 Direction to national and local law enforcement agencies in their campaign against criminality; and
 - 3.1.2 Guidance to policy-making bodies in the formulation of policies designed to prevent, control and/or minimize the incidence of crime;
- 3.2 To provide a report linkage among the five (5) major components of the Criminal Justice System (CJS), namely, Law Enforcement, Prosecution Courts, Corrections, and the Community;
- 3.3 To institutionalize the National Crime Reporting System (NCRS) Form 1 as an integral part of the investigation report;
- 3.4 To assist in the identification and apprehension of ENR law violators; and
- 3.5 To help reduce crime through better planning and use of manpower, equipment and government resources.

Sec. 4 Scope

The DENR Law Enforcement Unit (DENR-LEU) shall render reports on violation of Forestry, Wildlife, National Parks and Protected Areas, Mining, Lands, and Environmental Laws, rules and regulations as listed in Annex "A" which is made as integral part hereof.

CHAPTER II

PROCEDURE

Sec. 5 Responsibility of Reporting

- 5.1 All DENR Regional Offices, Provincial Environment and Natural Resources Offices (PENROs), Community Environment and Natural Resources Offices (CENROs), including all Task Forces, mobile and established Monitoring Checkpoints in different Regions, Provincial Environment and Natural Resources Officers (PENROFs) and Community Environment and Natural Resources Officers (CENROFs), as the case may be, that took initial cognizance of the case shall prepare a report of crimes that occurred in their respective areas of operation using NCRS Form 1 (Annex "B" and made an integral part hereof);
- 5.2 The Special Concerns Office (SCO), thru its Special Actions and Investigation Division (SAID), shall monitor, collate and interpret all NCRS Form 1 submitted by the Regional Offices which will be turned over to the Philippine National Police (PNP) Directorate for Investigation;
- 5.3 NCRS Form 1 shall be made a mandatory enclosure and integral part of Investigation Reports; and
- 5.4 Submission of NCRS Form 1 to the Office of the Secretary shall always be accompanied by the Unit Investigation Report.

Sec. 6 Number of Copies

NCRS Form 1 shall be accomplished in five copies to be distributed as follows:

- Original - General Headquarters, PNP
Attn.: PNP Computer Center
- Duplicate - DENR Central Office
Attn.: Special Concerns Office
- Enclosures: - Unit Investigation Report
- Seizure Receipts
- Triplicate - Regional Office File
- Quadruplicate - PENRO/CENRO File
- Quintuplicate - Unit File

Sec. 7 Frequency of Reports

The frequency of reporting of accomplished NCRS Form 1 shall be made weekly by the CENROs, the Task Forces, Checkpoints and other ENR Law Enforcement Units to the PENROF concerned; every end of the month by the PENROF to the Regional Executive Directors (REDs); every first week of the following month by REDs to the Central Office thru the SCO; and every second week of the following month by the SCO to the PNP General Headquarters thru the Directorate for Investigation.

Sec. 8 Flow of Reports

The flow of reports shall be as illustrated in Annex "C" and which is made an integral part hereof.

CHAPTER III

RESPONSIBILITIES

Sec. 9 Special Concerns Office (Thru its Special Actions and Investigation Division)

- 9.1 Assume directorial staff responsibility over this project;
- 9.2 Monitor the effective and smooth implementation of the objectives of this project;
- 9.3 Evaluate the reporting performance of all units and institute appropriate measures to ensure strict compliance;
- 9.4 Assume responsibility for the monitoring, interpretation of crime tables or violations of laws, rules and regulations;
- 9.5 Prepare periodic assessment of crime and/or violations of ENR laws for the Secretary;
- 9.6 Document and monitor all violations of ENR laws, rules and regulations; and
- 9.7 Submit all NCRS Form 1 to the Directorate for Investigation, General Headquarters, PNP.

Sec. 10 Regional Executive Directors

- 10.1 Compile regional crime data reported by the law enforcement units within their respective jurisdictions;
- 10.2 Distribute NCRS forms to field units and maintain stock levels for regional requirement in coordination with the SCO;
- 10.3 Liaise with the DENR Central Office on crime data required at the regional level;
- 10.4 Monitor and follow-up NCRS compliance by lower units;
- 10.5 Submit the accomplished Original and Duplicate NCRS Form 1 using the fastest mailing service to the SCO (Attn.: SAID); and
- 10.6 Keep the NCRS Form 1 on file.

Sec. 11 Provincial Environment and Natural Resources Officers (PENROs)

- 11.1 Distribute to and collect from CENRO and other law enforcement units in his jurisdiction the NCRS Form 1;
- 11.2 Submit all accomplished NCRS Form 1 collected to the Regional Office for consolidation and accounting purposes;
- 11.3 Attach the NCRS Form 1 duplicate with the Investigation Report and other supporting documents to be forwarded to the SCO thru the SAID by the Regional Office; and
- 11.4 Keep the NCRS Form 1 on file.

Sec. 12 Community Environment and Natural Resources Officers (CENROFs) and other Law Enforcement Units

- 12.1 The CENROFs and other law enforcement units shall accomplish and use reproduced copies of the NCRs Form 1 provided the filled-up forms are certified by their Administrative Officers prior to their submission to the PENRO; and
- 12.2 To keep the NCRS Form 1 on file.

CHAPTER IV

Sec. 14 Instructions for Accomplishing NCRS Form No. 1

The instructions for accomplishing NCRS Form No. 1 are in Annex "D" which is made an integral part hereof.

CHAPTER V

REPEALING CLAUSE

All provisions of DENR Administrative Orders, Memorandum, Circulars or other official issuances not consistent herewith are hereby deemed repealed or amended accordingly.

CHAPTER VI

EFFECTIVITY

This Order shall take effect immediately and shall remain valid unless revoked or amended in writing.

SO ORDERED.

Quezon City, Philippines, September 15, 1994.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 37
October 05, 1994**

**SUBJECT : Adoption of Manuals of Operations for Devolved
Environment and Natural Resources Functions.**

1. In order to implement more effectively DENR Administrative Order No. 30, Series of 1992, dated June 30, 1992, the Implementating Guidelines for the Republic Act No. 7180, also known as the 1991 Local Government Code, the following manuals of operations are hereby adopted and issued as detailed guide for the Local Government Units (LGUs) and all concerned:
 - 1.1 General Manual of Operations for Devolved Functions from the Department of Environment and Natural Resources Functions to the Local Government Units;
 - 1.2 Manual of Operations for Devolved Forest Management Functions;
 - 1.3 Manual of Operations for Devolved Land Management Functions;
 - 1.4 Manual of Operations for Devolved Environmental Management Functions; and
 - 1.5 Manual of Operations for Devolved Protected Areas and Wildlife Management Functions.

2. The Assistant Secretary for Planning and Policy, with the assistance of the Bureau Directors, Director of Public Affairs Office, Regional Executive Directors and other officials, are hereby directed to print adequate number of copies for immediate distribution to the provincial, city and municipal governments, regional development councils provincial offices of the Department of Interior and Local Government, DENR regional offices, PENROs and CENROs and other government offices concerned.
3. This Order takes effect immediately.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 38
October 25, 1994**

SUBJECT : Transfer of Supervision of the National Capital Region from the Office of the Undersecretary for Field Operations to the Office of the Undersecretary for Environment and Research.

Pursuant to Executive Order No. 192, specifically Section 7(e), the direct supervision of the National Capital Region (NCR) is hereby transferred from the Office of the Undersecretary for Environment and Research.

In this regard, the Undersecretary for Environment and Research is hereby authorized to undertake the following:

1. Exercise supervision over all functions and activities of the DENR in NCR, and to promulgate and effect orders for and on behalf of the Secretary;
2. Effect a reorganization of the NCR in order to streamline its operations and enable to better deal with the various and pressing environmental concerns of the region. In this regard, he may recommend, for the approval of the Secretary, any changes in the management and staff, including the deployment/ redeployment of personnel of the region to other offices of the DENR;
3. Delegate performance of any administrative or substantive function to subordinate officials of the NCR; and,

4. Exercise supervision over all Metro Manila-based foreign assisted and special projects.

The Undersecretary for Environment and Research is likewise directed to coordinate with appropriate DENR offices in the conduct of the above activities.

This Order is in exception to Section 4.2.5. of DAO No. 1, Series of 1988. All other regional offices of the DENR shall remain under the supervision of the Undersecretary for Field Operations

THIS ORDER TAKES EFFECT IMMEDIATELY.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 38-A
November 03, 1994**

**SUBJECT : Clarification on the scope of authority of the
Undersecretary for Environment and Research as
Provided in Administrative Order No. 38, Series of
1994.**

In the interest of the service and in order to better facilitate technical supervision by the USEC for Environment and Research over environmental and anti-pollution activities in the NCR; Administrative Order No. 38, Series of 1994 has been issued; however, consistent with the intents of the said Order, it is hereby amended/clarified of the NCR relating directly to the enforcement of environment standards and pollution control regulations. All other functions and personnel of the NCR remain to be subject to the direct supervision of the office of the Undersecretary for Field Operations.

Other provisions remain the same.

This Order takes effect immediately and supersedes previous orders inconsistent herewith.

ANGEL C. ALCALA
Secretary

**DENR Administrative Order
No. 44
December 15, 1994**

SUBJECT : Delegation of Authority to Regional Executive Directors (REDs) to Re-assign within the Region Employees the rank Division Chief and above except RTDs.

In line with the Department's thrust of giving more autonomy to the Regional Executive Directors insofar as assignments of personnel are concerned, authority is hereby given to the RED's to reassign within the region employees with the rank Division Chief and above.

Such reassignment, however, shall be subject to a written concurrence from the Secretary upon the recommendation of the Undersecretary for Field Operations. Non-confirmation by the Secretary within 30 calendar days shall mean automatic disapproval of the assignment.

This Order takes effect immediately.

ANGEL C. ALCALA
Secretary