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Department of Environment and Natural Resources  
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**MEMORANDUM ORDER**  
No. 2010- 06

**SUBJECT: DELINEATION OF FUNCTIONAL RESPONSIBILITIES  
OF DENR SENIOR OFFICIALS, AMENDING FOR THIS  
PURPOSE**

**WHEREAS**, Executive Order (E.O.) No. 192 dated 10 June 1987 reorganized the structure and functions of the Department of Environment and Natural Resources, hereinafter referred as the Department;

**WHEREAS**, pursuant to said Executive Order, the Department shall be the primary government agency responsible for the conservation, management and development and proper use of the country's environment and natural resources;

**WHEREAS**, the authority and responsibility for the exercise of the mandate of the Department shall be vested in the Secretary of the Environment and Natural Resources, hereinafter referred as the Secretary;

**WHEREAS**, pursuant to Section 9 of said Executive Order, the Secretary is authorized to delineate, assign and/or reassign the respective functional areas of responsibility of the Undersecretaries and both shall be assisted by Assistant Secretaries pursuant to Section 10 of said Executive Order and in accordance with the mandate and objectives of the Department;

**WHEREAS**, DENR Administrative Order No. 1, S. of 1988 dated 13 January 1988 (DAO No. 1988-01) was promulgated providing the implementing guidelines of Executive Order No. 192;

**NOW THEREFORE**, in order to effectively discharge and execute the mandate of the Department, the functional responsibilities of Department's Offices are hereby defined pursuant to Sections 9 and 10 of Executive Order No. 192 in relation to Section 6 of E.O. No. 192, Section 4 of DAO No. 1988-01 and Special Order No. 2010-176 dated 08 March 2010, to wit:



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT  
AND NATURAL RESOURCES



SENRO27644

## **Section 1. Delineation of Functional Responsibilities**

### **1. Field Operations**

An Undersecretary shall exercise supervision over the field operations in the regional, provincial and community levels and shall be responsible for the over-all implementation and monitoring of regional plans, programs and projects; and when necessary, recommend to the Secretary office orders, regulations and other issuances affecting the field operations.

The Undersecretary shall likewise coordinate and represent the Secretary with the following offices to ensure complementation of programs and policies:

- a. Minerals Development Council;
- b. Philippine Forest Corporation; and
- c. Natural Resources Development Corporation.

To harmonize the operations of the Minerals Development Council, the Undersecretary shall likewise closely work with the Undersecretary for Line Bureaus.

#### **1.1 Field Operations in Luzon, Visayas and Mindanao**

The Undersecretary for Field Operations shall be assisted by Assistant Secretaries for Field Operations in Luzon, Visayas and Mindanao and shall be responsible for coordinating and providing direction for the effective and efficient field implementation of the Department's programs for the development of natural resources and environment in their respective geographic jurisdiction; coordinating and relating the Department's programs with those of other agencies, including local governments and all concerned sectors in the regions. The Assistant Secretaries shall recommend to the Secretary, thru the Undersecretary for Field Operations, policies, rules and regulations for adoption, modification or revocation. Each Assistant Secretary shall, in support of the Undersecretary for Field Operations, supervise the operations of the regional office within his respective geographic jurisdiction; perform other functions that may be assigned by higher authority and shall be responsible for the following:

- a. Identifying/amplifying potential ENR issues/problems and providing higher management advice and field offices direction on how to address such issues;
- b. Gathering issues related to the implementation of the Department's programs within their jurisdictions, evaluating/validating these issues, and providing



recommendations to the Secretary to address these issues;

- c. Monitoring compliance by field offices to instructions emanating from the Secretary;
- d. Coordinating with other government agencies in the implementation of programs/projects covering more than one (1) administrative region; and
- e. Conducting final review/evaluation of applications for agreements, permits, leases, clearance and other tenurial instruments to be signed by the Secretary except those covered by Line Bureaus.

## **2. Staff Bureaus and Project Management**

An Undersecretary shall assist and advise the Secretary on the promulgation of all office orders, rules and regulations related to natural resources management and development; recommend policies and standards for effective and efficient natural resources management operation of the Department consistent with the national programs related to natural resources; exercise supervision and control over the functions and activities of the staff bureaus and field offices in the Department with regard to natural resources concerns, as may be delegated by the Secretary, and perform other related functions that the Secretary may assign. The Undersecretary shall exercise supervision over the following staff bureaus:

1. Forest Management Bureau (FMB);
2. Land Management Bureau (LMB);
3. Protected Areas and Wildlife Bureau (PAWB); and
4. Ecosystems Research and Development Bureau (ERDB).

To ensure complementation of programs and policies, the Undersecretary shall coordinate and represent the Secretary with the following offices:

1. National Mapping and Resource Information Authority (NAMRIA);
2. Land Registration Authority (LRA) by virtue of Executive Order No. 690 dated 28 December 2007;
3. Philippine Reclamation Authority (PRA) by virtue of Executive Order No. 672 which took effect on 19 October 2007; and
4. Philippine Ports Authority (PPA).



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT  
AND NATURAL RESOURCES



SENRO27644

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### **3. Management and Technical Services**

An Undersecretary shall assist and advise the Secretary on the promulgation of office orders, rules and regulations related to financial management, administrative, human resource development matters including protection and welfare of personnel; recommend policies and standards for the overall effective, efficient and economical operations of the Department; exercise over-all supervision on all functions and activities of the financial management service, administrative service, and human resources development service; and perform other functions that may be assigned by the Secretary.

#### **3.1. Climate Change Program**

The Undersecretary shall likewise assist and advise the Secretary in the development of the Department's climate change strategies and programs including its implementation, formulation and recommendation of climate change policies, development and implementation of information, communications and capacity development program for climate change; provide support to DENR Offices to ensure compliance with the Department's obligations under the UN Convention on Climate Change. For this purpose, the Undersecretary shall exercise supervision over Climate Change Office pursuant to the functions defined in DENR Administrative Order No. 2009-04.

#### **3.2. Administration and Finance**

An Assistant Secretary through the Undersecretary, shall provide assistance and advice on the promulgation of office policies, orders, rules and regulations related to financial and management services of the Department; formulate basic policies and guidelines for the preparation of the department budget, including those for the detailed allocation of funds for capital outlay in close coordination with the Planning Office; direct the financial development, maintain and improve a cost and financial accounting system for all projects. The Assistant Secretary shall exercise supervision over the Financial and Management Service, Administrative Service, and Human Resources Development Service.

### **4. Planning and Policy**

An Undersecretary shall assist and advise the Secretary in the promulgation of office orders, rules and regulations related to departmental planning and policy studies including setting of policies and standards for the effective, economical and efficient natural resources management operation of the Department consistent with national



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT  
AND NATURAL RESOURCES



SENRO27644

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programs related to natural resources; coordinate all the functions and activities of the bureaus and offices in the Department with regard to planning and policy studies; assist the Secretary on matters concerning the President and the Office of the President; coordinate all the functions and activities of the national and presidential bodies where the Department is a member; and supervise the Planning and Policy Studies Service.

The Undersecretary shall coordinate with the Office of the President to ensure and oversee the compliance of the Department with the Cabinet Members' instructions and various international affairs, commitments and protocols pursuant to the functions defined in DENR Administrative Order No. 2009-18 dated 23 December 2009.

The Undersecretary shall likewise exercise supervision and/or coordination with the following water-related offices and attached agencies:

1. River Basin Coordinating Office (RBCO);
2. Pasig River Rehabilitation Commission (PRC);
3. Laguna Lake Development Authority (LLDA) by virtue of Executive Order No. 149 dated 28 December 1993; and
4. National Water Resources Board (NWRB) by virtue of Executive Order No. 123 dated 12 September 2002.

#### **4.1. River Basin Coordinating Office**

An Assistant Secretary shall assist and advise the Secretary, through the Undersecretary for Planning and Policy, in the rationalization of various river basin projects and act as the oversight agency for all government efforts and initiatives within the country's river basins and perform functions pursuant to Executive Order No. 510 dated 05 March 2006 and Executive Order No. 816 dated 06 July 2009.

#### **4.2. Legislative Liaison**

An Assistant Secretary shall assist and advise the Secretary, through the Undersecretary for Planning and Policy, in the development and preparation of Department's Legislative Agenda, presidential certification of the urgency of ENR priority bills, and other ENR-related legislations; coordinate and maintain linkages among the various offices, bureaus, regional offices and attached agencies to the DENR along with other government agencies on policy matters affecting ENR in relation to legislation; maintain competent and effective liaison with the Congress regarding



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT  
AND NATURAL RESOURCES



SENRO27644

legislative inquiries and enactment of ENR proposals into law; monitor the progress of the Department's priority/certified bills to ensure their passage and other ENR bills; and establish an updated database for the purpose.

**5. Line Bureaus**

An Undersecretary shall exercise supervision over the operations of the Line Bureaus namely Mines and Geosciences Bureau (MGB) and the Environment Management Bureau (EMB) at the Central and Regional Offices; lead in the over-all implementation and monitoring of the Line Bureau's plans, programs and projects including setting of performance standards; coordinate with other sectors of the Department in the formulation, including recommendation, of its policies, office orders, regulations and other issuances affecting the operations of the aforementioned Line Bureaus and/or the Department; and perform other functions that the Secretary may assign.

To ensure complementation of programs and policies, the Undersecretary shall likewise coordinate and represent the Secretary with the following Offices:

1. National Commission on Indigenous Peoples (NCIP) by virtue of Executive Order No. 726 dated 23 May 2008;
2. Palawan Council for Sustainable Development (PCSD) by virtue of Executive Order No. 734 dated 18 June 2008; and
3. Philippine Economic Zone Authority (PEZA).

**6. Foreign-Assisted Special Projects**

An Assistant Secretary, who shall directly report to the Secretary, shall assist and advise the latter on the promulgation of office orders, rules and regulations related to the implementation of foreign-assisted and special projects (FASPs) and shall be responsible for the overall supervision of FASPs' planning, programming, operations and management.

**7. Legal Affairs**

An Assistant Secretary, who shall directly report to the Secretary, shall assist and advise the latter on legal matters of the Department; direct its legal operations; review issuance of licenses, permits, agreements, and contracts involving natural resources and the protection of the environment, as referred; appear and act as counsel of the Department; assign a duly authorized representative to represent the Department in cases filed by and against it; and issue orders/memoranda affecting the internal constitution of the Legal Affairs



to facilitate speedy disposition and efficient flow of cases and other related matters pending therein.

The Assistant Secretary shall be the permanent alternate of the Secretary to the Pollution Adjudication Board (PAB) and the Mines Adjudication Board (MAB).

**8. Administrative Reforms and Anti-Corruption Measures**

An Assistant Secretary, through the Undersecretary for Management and Technical Services, shall advise and assist the Secretary in the formulation and the implementation of administrative reforms in the Department including anti-corruption plans and measures and as such supervise over the Internal Audit Service; review proposed disciplinary measures, personnel investigation and personnel movement while protecting DENR officials and employees against harassment suits; exercise supervision over the Personnel Investigation Division and all other lawyers, legal officers and investigators in the DENR Legal Service insofar as personnel investigation and recommendation of disciplinary measures are concerned; and recommend to the Secretary through the Undersecretary for Management and Technical Services, performance standards for all lawyers in the DENR insofar as the conduct and handling of administrative and disciplinary cases are concerned.

**Section 2. Effectivity**

This Order takes effect immediately and revokes all other orders inconsistent herewith.

*Horacio C. Ramos*  
**HORACIO C. RAMOS**  
Secretary



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT  
AND NATURAL RESOURCES



SENRO27644