



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1100 Quezon City
Tel. Nos. (632) 929-6626 to 69, (632) 929-6252
929-6620; 929-6633 to 35; 929-7041 to 43
Website: www.denr.gov.ph

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DENR ADMINISTRATIVE ORDER

No. 2019 - 01

of **SUBJECT: FUNCTIONS OF REGIONAL OFFICES UNDER THE
RATIONALIZED ORGANIZATIONAL STRUCTURE OF
DENR**

Pursuant to Executive Order No. 366 entitled "Defining a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees Who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch", and consistent with the DENR Rationalization Plan approved by the Department of Budget and Management on 16 October 2013, DENR Administrative Order No. 2014-01, and DENR Administrative Order No. 2018-18, the functions of offices under the rationalized DENR Structure and Functions are hereby defined and adopted.

Section 1. Declaration of Policy. It is the policy of the State to pursue the attainment of our national development goals and such would require the "efficient, responsive, and just allocation of resources by eliminating duplication or overlapping of common functions, maximizing resource utilization with minimum disruption to operations, coordinating efforts more closely, sharing information, and consistently working in a collaborative manner." The current administration has likewise issued a directive on the pursuance of unity of command among all regional/field units within the Department's jurisdiction, supervision and control.

Section 2. Objectives. This Order defines and clarifies the functions and responsibilities of the Regional, PENR and CENR Offices of the DENR.

Section 3. Organizational Structure and Functions. The organizational structure of the DENR consists of the different offices and attached agencies. The Chief Executive Officer of the DENR is the Secretary who has the authority and responsibility to carry out the mandates of the Department, discharge its powers, authorities and functions and accomplish its objectives. The Secretary shall be assisted by the Undersecretaries, Assistant Secretaries and other officers in the discharge of his/her functions.

3.1 The DENR Regional Office. It shall be headed by a Regional Executive Director (RED) who shall be assisted by two (2) Assistant Regional Directors (ARDs), namely, ARD for Technical Services and ARD for Management Services. The Regional Office shall coordinate and direct the implementation of all policies, regulations, plans, programs and projects on environment and natural resources development and conservation in the region; supervise all activities of the Provincial Environment and Natural Resource Offices (PENROs) within its jurisdiction as well as monitor all foreign-assisted and

special programs in the region; represent the Department in regional administrative bodies in the preparation and formulation of regional plans and programs; and perform such other functions that may be assigned by higher authority.

3.1.1 The Office of the Assistant Regional Director for Technical Services

The ARD for Technical Services shall supervise the day-to-day operations of the four (4) technical divisions under his jurisdiction, namely (a) Conservation and Development Division (CDD); (b) Surveys and Mapping Division (SMD); Licenses, Patents and Deeds Division (LPDD); and Enforcement Division.

a. Conservation and Development Division

The Conservation Development Division shall supervise the conservation/protection and development activities related to land administration and management, biodiversity conservation, coastal and marine resources management, and forest resources management and conservation; monitor and evaluate all activities related to implementation of policies, rules and regulations for the sound management and disposition of all alienable lands, patrimonial and insular government properties, foreshore areas and other lands not placed under the control of any other agencies and for ecotourism, wetlands, conservation of biological diversities, genetic resources and threatened flora and fauna; supervise all the Ecosystem Development efforts of the Department with all stakeholders, Civil Society Organizations (CSOs), and Local Government Units (LGUs), including the development concerns per DAO No. 2018-18 dated 15 August 2018 entitled "Establishing A Centralized Management and Coordinative Mechanism at the Regional Offices of the DENR, MGB and EMB, and Designating the DENR Regional Director as the Regional Executive Director Providing Overall Command of the Regional Operations", perform implementation gaps analysis and formulate appropriate solutions; and perform such other functions that may be assigned by higher authority.

b. Surveys and Mapping Division

The Surveys and Mapping Division shall perform overall supervision of activities involving land surveys, mapping and classification; monitor and verify cadastral, public land subdivisions and other extensive survey mapping projects, original and isolated surveys; monitor and evaluate all activities relative to enforcement of policies, rules and regulation for the sound management and disposition of all alienable and disposable public lands and other lands in the regions not placed under the control of any other agency; formulate and develop and maintain electronic systems of land records management including appropriate procedures consistent with prescribed rules and regulations regarding classification, disclosure/access, reproduction and printing; and perform such other functions that may be assigned by higher authority.

c. Licenses, Patents and Deeds Division

The Licenses, Patents and Deeds Division shall supervise the issuance of new licenses, permits and land patents and perform implementation gap analysis and formulate appropriate solutions; process and evaluate applications for all permits, licenses, agreements, contracts, processing plants, etc.; evaluate and recommend existing policies and recommend policies to improve licensing and permitting activities; draft proclamation for approval of the President upon recommendation

of the Secretary; initiate/recommend administrative and legal action against violations of forestry rules and regulations; and perform such other functions that may be assigned by higher authority.

d. Enforcement Division

The Enforcement Division shall oversee law enforcement activities within forestlands, protected areas, coastal areas and other reservations; monitor the implementation of all ENR laws, rules and regulations; conduct surveillance of potential violators of government regulatory requirements; coordinate with the existing task forces and other units of the Regional Office and other law enforcement agencies; and perform such other functions that may be assigned by higher authority.

3.1.2 Office of the ARD for Management Services

The ARD for Management Services shall supervise the activities of four (4) divisions, namely (a) Planning and Management Division (PMD); (b) Finance Division, (c) Legal Division; and (d) Administrative Division.

a. Planning and Management Division

The Planning Division shall direct the formulation of ENR Regional Development Plans and policies guided by the philosophy and mandate of the Department; and perform such other functions that may be assigned by higher authority.

b. Finance Division

The Finance Division shall process and review all financial transactions prior to approval of the RED; supervise cashiering activities of the Regional Office; recommend the Approval of Payment of collection of government fees; and perform such other functions that may be assigned by higher authority.

c. Legal Division

The Legal Division shall supervise the legal operations of the Region; review agreements and contracts involving natural resources and the environment prior to the approval of the RED; appear and act as counsel of the Region; investigate, hear and recommend decisions/orders on the regional ENR cases; and perform such other functions that may be assigned by higher authority.

d. Administrative Division

The Administrative Division shall provide assistance and services on the promulgation of office orders, rules and regulations related to economic, efficient and effective administrative services; establish policies and standards including human resource management and development, general services, communications, logistics, property, safe records management and documentation; maintain regional assets and facilities; and perform such other functions that may be assigned by higher authority.

3.2 The Provincial Environment and Natural Resources Office

The Provincial Environment and Natural Resources Office (PENRO) shall plan, coordinate, control, prepare and update plans for the protection of the environment, development and conservation of natural resources in the provinces; enforce environment and natural resources laws, rules and regulations; and perform such other functions that may be assigned by higher authority.

There shall be two (2) divisions at the PENRO level, namely (1) Technical Services Division; and (2) Management Services Division.

3.2.1 Technical Services Division

The Technical Services Division shall coordinate and supervise the implementation of all policies, regulations, programs and projects on environmental and natural resources conservation in the province; supervise the provision of technical services to the CENROs within its jurisdiction; represent the province in the provincial development bodies in the formulation and implementation of provincial plans and programs; and perform other functions that may be assigned by higher authority. It shall be composed of the following sections:

- (a) Conservation and Development Section – this shall be responsible for the coordination and supervision of priority programs and projects of the Department, including but not limited to the programs and projects in forest development including but not limited to Enhanced National Greening Program and watershed management, and CBFM, protected area management including coastal management. The Section shall be responsible in coordination and supervision of all the DENR ecosystem development efforts with all stakeholders including CSOs and Local Government Units. Perform such other functions that may be assigned by higher authority.
- (b) Regulation and Permitting Section - shall be responsible for the coordination and supervision of all the permitting system being performed by the Department in forestry, protected areas and land management and related concerns as per DAO 2018-18. Perform other functions that may be assigned by higher authority.
- (c) Monitoring and Enforcement Section - shall be responsible for the coordination and supervision of enforcement of DENR laws, rules and regulations including but not limited to the conduct of patrol of forestland including protected areas as well as DENR Enforcement Officers and coordination with all law enforcement arm of the government (i.e. PNP, AFP, NBI, etc) and various taskforce/council such as but not limited to POGI, DEM and other units of the Regional Office and other law enforcement agencies. This section shall be responsible for the implementation of DAO 2018-18, including monitoring and compliance of all permits, leases and tenure holders of the Department. It shall perform other functions that may be assigned by higher authority.

3.2.2 Management Services Division

The Management Services Division shall oversee the delivery of financial and administrative services within its jurisdiction; ensure that all administrative and financial transactions are in compliance with COA, DBM and CSC rules and regulations; ascertain that plans and programs are attained through sufficient and timely release of funds; monitor spending vis-à-vis accomplishments for efficient and economic fund utilization within its jurisdiction; provide assistance and services on the implementation of office orders, rules and regulations on matters involving personnel management, general services, communications, logistics, property, safety, records management and documentation; and perform other functions that may be assigned by higher authority. It shall be composed of two (2) sections:

- (a) Planning Section- shall be responsible for coordination and supervision of all plans/programs/activities are in accordance to the priorities and target of the PENR Office. As planning and monitoring arm of the PENRO, the section shall serve as the depository of all plans and programs, maps and database of the PENRO. It shall serve as the counterpart of the local planning offices of the Local Government Units and National Government agencies at the provincial level. It shall perform such other functions that may be assigned by higher authority.
- (b) Admin and Finance Section – shall be responsible for the delivery of financial and administrative services within its jurisdiction in compliance with COA, DBM and CSC rules and regulations. It shall perform such other functions that may be assigned by higher authority.

However, the implementing PENROs or those PENROs without CENRO(s) shall perform the roles and functions of a CENRO following the foregoing organizational structure. Hence, in addition to its supervisory function, the said Office shall also be responsible in the implementation of all laws, policies, regulations, programs and projects, rules and regulations on the management, conservation, development and use of natural resources.

3.3 The Community Environment and Natural Resources Office

The Community Environment and Natural Resources Office (CENRO) shall implement laws, policies, programs and projects, rules and regulations pertaining to the management, conservation, development, use and replenishment of the country's natural resources and biological diversity; undertake continuing information and education programs of ENR concerns; collect and account for fees due to government from users of natural resources; file in court criminal cases against violators of ENR laws; maintains up-to-date data on ENR conditions; undertake surveys of areas covered by applications for the use and development of natural resources; investigate and recommend appropriate actions to resolve claims and conflicts involving natural resources; conducts measurement, assessment and grading of timber and other forest products in accordance with existing rules and regulations; and perform such other functions that may be assigned by higher authority.

It shall be composed of three (3) sections, namely (1) Conservation and Development Section; (2) Regulation and Permitting Section; and (3) Monitoring and Enforcement Section. It shall have a Planning and Support Unit.

3.3.1 Conservation and Development Section

The Conservation and Development Section shall be responsible in the implementation of programs and projects in forest development including but not limited to Enhanced National Greening Program and watershed management, and CBFM, protected area management including coastal management. The Section shall be responsible in coordinating all the DENR ecosystem development efforts with all stakeholders including CSOs and Local Government Units. Perform such other functions that may be assigned by higher authority.

3.3.2 Regulation and Permitting Section

The Regulation and Permitting Section shall be responsible in all the permitting system being performed by the Department in forestry, protected areas and land management and related concerns as per DAO 2018-18 dated 15 August 2018. Perform other functions that may be assigned by higher authority.

3.3.3 Enforcement and Monitoring Section

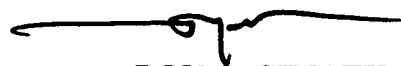
The Enforcement and Monitoring Section shall be responsible for the enforcement of DENR laws, rules and regulations including but not limited to the conduct of patrol of forestland including protected areas as well as DENR Enforcement Officers and coordination with all law enforcement arm of the government (i.e. PNP, AFP, NBI, etc) and various taskforce/council such as but not limited to POGI, DEM and other units of the Regional Office and other law enforcement agencies. This section shall be responsible for the implementation of DAO 2018-18, including monitoring and compliance of all permits, leases and tenure holders of the Department. It shall perform other functions that may be assigned by higher authority.

3.3.4 Planning and Support Unit

Planning and Support Unit shall be responsible for making sure that all activities are in accordance to the priorities and target of the CENR Office. As planning and monitoring arm of the CENRO, the section shall serve as the depository of all plans and programs, maps and database of the CENRO. It shall serve as the counterpart of the local planning offices of the Local Government Units and National Government Agencies at the local level. It shall perform such other functions that may be assigned by higher authority.

Section 4. Repealing Clause. This Order amends existing orders, circulars, memoranda and other issuances inconsistent herewith.

Section 5. Effectivity. This Order shall take effect fifteen (15) days after publication in a newspaper of general circulation and upon acknowledgement of receipt of a copy thereof by the Office of the National Administrative Registrar (ONAR).


ROY A. CIMATU

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