

April 22, 1994

DENR ADMINISTRATIVE ORDER)
NO. 14 :
Series of 1994)

SUBJECT: REVISING DENR S.O. NO. 607 S.1993 AND CREATING THE PROJECT COORDINATION UNIT (PCU) FOR ALL IPAS PROJECTS

In the interest of the service, to provide clear direction and effective linkage of all IPAS projects under different funding arrangements, and to effectively and efficiently implement the NIPAS law, its implementing rules and regulations and other support policies, DENR S.O. No. 607 S. 1993 is hereby amended, renaming the IPAS Project Management Office (IPMO) into Project Coordination Unit (PCU). This Order further expands the PCU's functions and responsibilities as described below, subject to agreements* with donor agencies on the details of Project management protocols:

- 1.0 The PCU shall provide the day to day administration of all IPAS Projects.
- 1.1 The PCU shall be assisted by an Advisory Board whose primary function shall be to provide advise on all matters that are critical in project management. The members of the Advisory Board shall be appointed by the Secretary.
- 1.2 The DENR Project Director shall be solely responsible for overseeing the Republic of the Philippines (ROP)-WB-GET Grant Agreement and in implementing the ROP activities/components of the Conservation of Priority Protected Areas (CPPA) Project of the GET.
- 1.3 Under the WB-GET Project, the PCU shall be co-directed by a NIPA Project Director.
- 1.4 The NIPA Project Director shall be solely responsible overseeing the NIPA-WB Grant Agreement and in implementing the NIPA activities/components of the GET-CPPA Project.

* Agreements with other funding institutions on how the PCU shall be structured shall be incorporated in a revised organizational structure

- 1.5** The Project Director (ROP) and co-Project Director (NIPA) shall coordinate their group's activities so that Project direction in attaining project goals and objectives is strictly followed.
- 2.0** The following are the functions of the PCU that will be jointly undertaken by ROP Project Director and Non-ROP Project Director (s) except those functions that are specified in this Order as pure ROP PCU Project Director's functions and those functions specified in the grant agreements, MOAs, etc., as PCU Non-ROP Director(s) functions. Where Project management design puts the ROP Project Director as the solely responsible person, these functions are therefore inherent to his office.
- a. Direct the overall implementation of the Project activities;
 - b. Prepare the Project's annual budget and work and financial plan;
 - c. Coordinate with Co-Project Director(s) in the implementation of Project activities;
 - d. Review and consolidate reports and all other documents submitted by the IPAS Project site offices;
 - e. Formulate a multi-level Monitoring and Evaluation System;
 - f. Monitor and evaluate project activities;
 - g. Provide reports to the NPPSC and IPAF Governing Board;
 - h. Conduct regular evaluation of staff performance and design training programs to upgrade the skills of staff, technical and non-technical;
 - i. Conduct regular evaluation of staff performance and design training programs to upgrade the skills of staff, technical and non-technical;
 - j. Coordinate with DENR regional offices and PAMBs to ensure understanding of all concerns and issues including decisions, problems and policies in all levels of Project implementation by all persons involved in the Project;

- k. **Develop TORs for all NGOs and consultants whose services will be engaged by the various projects;**
- l. **Develop a set of criteria in the selection of TA consultants whether individual or institutions;**
- m. **Develop a set of criteria in selecting NGOs whose services will be engaged by the various projects;**
- n. **Support the NPPSC and the IPAF Governing Board in all matters pertaining to their respective functions;**
- o. **Perform other tasks as the NPPSC and the IPAF Governing Board may deem necessary to achieve the Project goals and objectives;**
- p. **Ensure the linkage of all projects under its responsibility;**
- q. **Ensure the linking of the IPAS Project with relevant projects of DENR and other institutions, government and non-government.**

3.0 The PCU shall be structured to maintain the following offices within its organization:

- a. **Office of the Project Director***
- b. **Office of the Assistant Director for Technical Matters**
- c. **Office of the Assistant Director for Administrative and Finance Matters**
- d. **Government Project Units that are named after sources of funds**
- e. **Support and technical staff for each Project Unit.**

Each Project Unit shall maintain a Technical and Support Staff.

4.0 The Project Director shall perform the following responsibilities:

- * **See notes on first page with asterisk**

- a. **Supervise the day-to-day operations of the PCU;**
- b. **Coordinate with the Co-project Director(s) in the implementation of Project activities;**
- c. **Provide policy and planning direction;**
- d. **Monitor the implementation of Project activities;**
- e. **Advise the DENR regional offices and other participants to the Project implementation, such as NGOs, etc. on corrective actions required to meet the objectives and requisites of the Project;**
- f. **Assess Project progress and direct the implementation of remedial measures if required;**
- g. **Represent the NPPSC and the IPAF Governing Board in negotiations, meetings, and conferences related to the Project;**
- h. **Enforce effective linkaging and coordination of all involved in the Project implementation;**
- i. **Initiate an effective working arrangements for all Project participants/advisers/consultants as well as other parties involved in the Project; and**
- j. **Perform other assignments assigned/delegated by the NPPSC.**

Where Project management design puts the ROP Project Director as the solely responsible person, these functions are therefore inherent to his office. Project direction and functional relationship between the PCU ROP Project Director and PCU Non-ROP Co-Director(s) is specified in items 1.0 and 2.0 of this Order.

4.1 The Assistant Director for Technical Matters shall have the following functions and responsibilities:

- a. **Supervise the formulation of various project activities to ensure consistency with the over-all goals and objectives of the Project;**

- b. Formulate guidelines in areas of planning, organization and management, resource-use and evaluation, protected area monitoring and other relevant concerns of the Project;
- c. Provide technical assistance to the IPAS Project sites on a regular basis, or whenever necessary;
- d. Coordinate and facilitate the preparation of detailed work and financial plan;
- e. Take responsibility for the timely and effective implementation of various components of the Project;
- f. Coordinate the preparation of regular Project component reports and ensure the quality of output;
- g. Undertake monitoring and evaluation of Project activities in the 10 sites to ensure the attainment of management plan objectives;
- h. Assist the Project Director in the supervision of Project activities in the IPA Project sites; and,
- i. Perform other tasks as may be assigned by the Project Director.

4.2 The Assistant Director for Finance and Administrative Matters shall have the following functions and responsibilities:

- a. **Financial matters**
 - a.1 Arrange the judicious provision of funds for the various activities of the Project and monitor allocation and disbursement of the same;
 - a.2 Determine measures relative to the timely submission of the detailed work and financial plans of all Project sites;
 - a.3 Coordinate with DBM to ensure the timely releases of ROP money;

- a.4 **Coordinate with PAWB in the setting up of the National IPAF Account and IPAF Sub-accounts in all Project sites;**
- a.5 **Supervise the preparation, submission and maintenance of pertinent reports/information/ financial records as may be required by COA;**
- a.6 **Liaise with funding agencies to ensure smooth financial transactions so as not to jeopardize the timely discharge of Project activities; and,**
- a.7 **Coordinate with the Project director as to the performance of other tasks as may be deemed necessary to achieve the Project's over-all goals and objectives.**

b. Administrative matters

- b.1 **Supervise administrative work covering logistics and supply, record management, general clerical functions, etc.;**
- b.2 **Take responsibility for all project personnel transactions such as daily time records, travel documents, personnel files, contracts, etc.;**
- b.3 **Recommend trainings, workshops, seminars, etc., whenever required;**
- b.4 **Provide administrative policies and functions suited to the needs of the PCU; and,**
- b.5 **Supervise the proper distribution/allocation and inventory of equipment/materials and goods.**

4.3 The Technical Staff shall perform the following responsibilities:

- a. **Monitor and evaluate the Project sites;**
- b. **Provide advise to the Project sites;**

- c. Assist the Project sites in conducting pre-proclamation activities such as designing resource appraisal techniques and survey strategies, etc.;
- d. Assist in the preparation of technical training modules for each protected area;
- e. Develop and maintain an MIS for the PCU;
- f. Assist the Project sites in developing MIS; and,
- g. Perform other activities assigned by the Project Director.

4.4 The Support Staff shall perform the following functions:

- a. Identify and procure supplies and logistics;
- b. Perform proper records management and general clerical functions, i.e., records and files of all finished works/documents and all other communications papers;
- c. Type/encode Project documents and all other communication papers;
- d. Receive, interview and screen callers and visitors regarding official business transactions;
- e. Arrange calendar and remind the Assistant Directors and Technical Staff of appointments and scheduled activities;
- f. Transmit and follow-up official transactions and documents with concerned offices and units;
- g. Deliver communications or other documents to other participating agencies and units of DENR;
- h. Assist the technical staff during meetings, workshops, etc.; and,
- i. Perform other functions as may be required by the immediate supervisor.

The corresponding organizational and management structure is appended.

This Order takes effect immediately and repeals, amends, supersedes or revokes any order or issuances inconsistent herewith.

(SGD.) ANGEL C. ALCALA
Secretary

Recommending Approval:

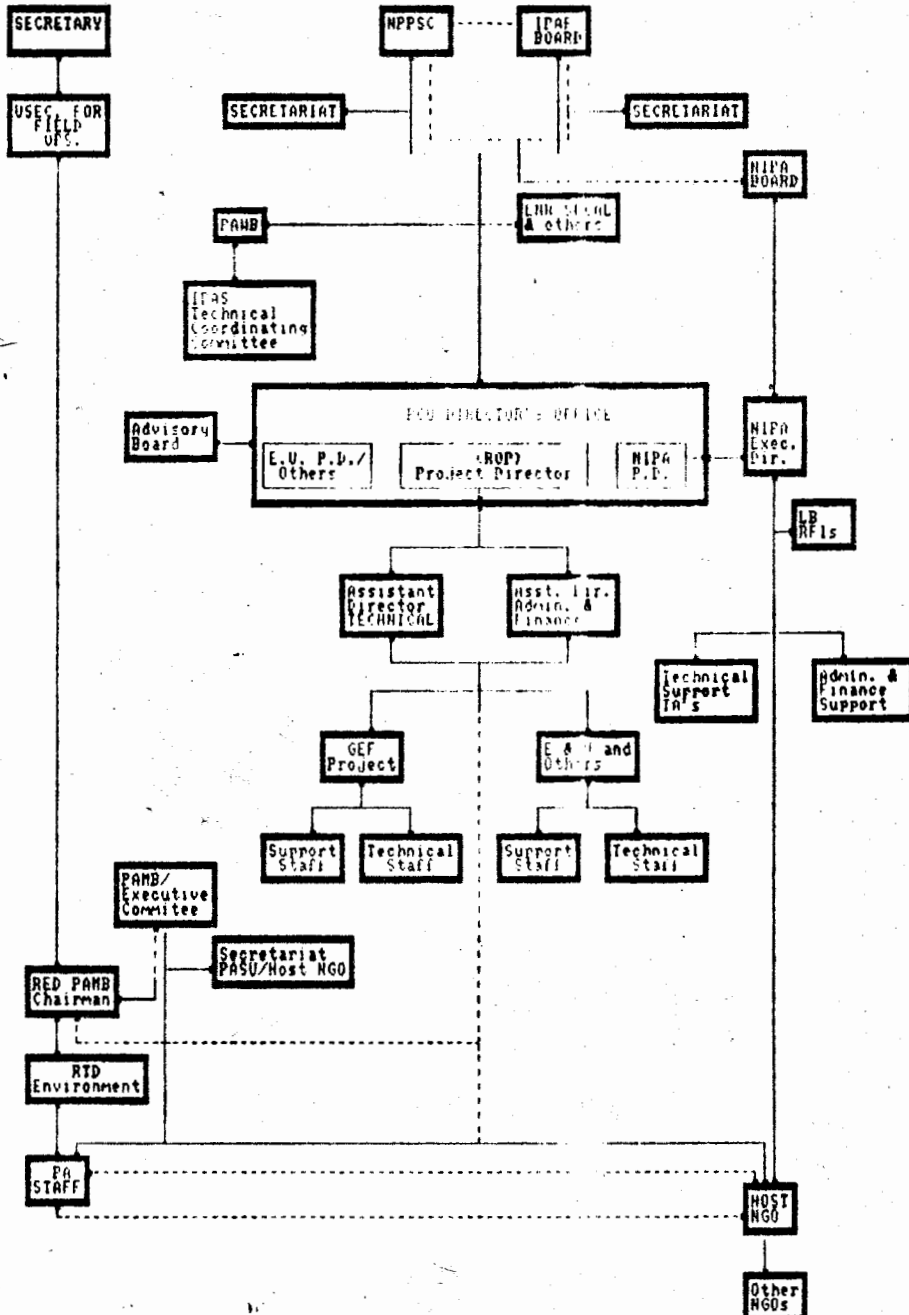
(SGD.) BEN S. MALAYANG III
Undersecretary for Field Operations

IPAS FOREIGN-ASSISTED PROJECTS

MEMO

PROJECTS

PROJECTS



* Under the WB-GEF Project the Co-Program Director (NIPA) is solely responsible in administering the NIPA activities/components while the Program Director (GOP) is solely responsible in administering the GOP activities components. Both Directors coordinate to see to it that both offices follow similar direction in attaining project goals and objectives.