



DENR Administrative Order
No. 2008 - 22

EP 30 2008

SUBJECT : REVISED GUIDELINES ON THE DEPUTATION OF ENVIRONMENT AND NATURAL RESOURCES OFFICERS (ENRO)

Pursuant to Executive Order No. 192, and 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 issued for the guidance of all concerned:

Section 1. Scope and Coverage. This Order shall apply to individuals or groups that are willing to be involved in the protection and conservation of the country's environment and natural resources through the issuance of a deputation order by the DENR. This does not include protected areas with existing systems on deputation as defined in their specific Republic Acts.

Sec. 2. Definition of Terms: For purposes of this Order, the following terms shall be construed to mean as follows:

- a) Deputy Environment and Natural Resources Officer (DENRO) – individuals or groups duly deputized by the DENR, for a period of one year or longer, over a specific area of jurisdiction and sector (e.g. Forestry, Mines) as stated in the deputation order.
- b) Special Deputy Environment and Natural Resources Officer (SDENRO) – persons or entities duly deputized by the DENR, to act on specific case or cases for a specified period under a special deputation order. SDENROs must have knowledge and technical capability on the enforcement of particular environment and natural resources laws, rules and regulations.

Sec. 3. Functions and Duties of DENRO/SDENRO

- 3.1 Assist in the enforcement of laws, rules and regulations governing environment, forestlands, mineral lands, protected areas (i.e. national parks, marine resources and sanctuaries) and other lands of the public domain under the jurisdiction of the DENR within their locality;
- 3.2 Assist in the issuance of apprehension receipts, seizure orders and notices of administrative hearings including the proceedings necessary for the conduct of the administrative adjudications of illegally procured, transported, owned/possessed and/or utilized forest products, wildlife (flora and fauna), minerals and other natural resources.
- 3.3 Arrest, even without warrant, any person who has committed or is committing in his/her presence any of the offenses provided in environmental and natural resources laws, rules and regulations.

- 3.4 Deliver within the period prescribed by law from the time of arrest and seizure, the offender including the apprehended natural resources products, tools/equipment and conveyances and coordinate with the appropriate official designated by law to conduct preliminary investigation prior to the filing of information in Court through the CENRO or PENRO or Regional Executive Director, where it is most expediently available.
- 3.5 Act as witness in Court for the speedy prosecution of criminal complaints against violators of environmental and natural resources laws, rules and regulations.
- 3.6 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 similar work; and
- 3.7 Submit monthly accomplishment reports to the CENRO or to the Field Operations Office or in the case of SDENRO, the Regional Technical Director/Regional Director or Bureau Director having jurisdiction over their area of responsibility, using the standard reporting form attached as "Annex 1"

Sec. 4. Individual/s and Groups Qualified for Deputation

- 4.1 Filipino citizen (natural born or naturalized) of legal age.
- 4.2 Duly elected or appointed local government officials, except for members of the Protected Area Management Board as may be designated by the DENR Secretary.
- 4.3 Military and Police Officers;
- 4.4 Environment and Natural Resources Officers (ENROs) of the local government units;
- 4.5 Company Foresters and Concession Guards of TLA Holders and other tenurial instrument holders such as Forest Land Grazing Management Agreement (FLGMA) and Socialized Industrial Forest Management Agreement (SIFMA) and Industrial Forest Management Agreement (IFMA);
- 4.6 Qualified employees of Financial or Technical Assistance Agreement (FTAA) and Mineral Production Sharing Agreement (MPSA) holders and other holders of environment and natural resources agreements;
- 4.7 Participants of the Community-Based Forest Management Program (CBFMP), Community Based Program in Protected Areas (i.e., Protected Areas Community Based Resources Management Agreement holders), Ancestral Domain Management Program (ADMP), and other members/officers of Multi-Sectoral Committees created under and/or by virtue of DENR rules and regulations.
- 4.8 Members of DENR-accredited non-government organizations as defined under DENR Adm. Or. No. 52, s. 1992 ("Amending Department Administrative Order No. 120, s. 1989, Otherwise Known as the "General

Rules and Regulations on the Participation of Non-Governmental Organizations in the DENR Programs”);

4.9 Other individuals that may be deputized upon the discretion of the Secretary.

Sec. 5. Additional Qualifications

Prospective DENRO/SDENRO should possess the following qualifications

- 5.1 Resident of, or assigned to, the area specified in the deputation order;
- 5.2 Knows how to read and write;
- 5.3 Physically fit and mentally sound;
- 5.4 Of good moral character;
- 5.5 Should have passed the orientation or training courses under Section 8 hereof;
- 5.6 Willing to perform the functions and duties of a DENRO/SDENRO without compensation; and
- 5.7 Not engaged in business which involves licensing requirements from DENR or has no conflict of interest with the task he/she may perform under the deputation.

Sec. 6. Deputation Procedures for DENRO

6.1 General Procedures

- 6.1.1. Application for deputation of individuals and members of groups with community and up to region-wide membership shall be processed and approved in the respective regions.
- 6.1.2. Application for deputation of members of groups with multi-regional and/or nationwide membership shall be processed at the Central Office.
- 6.1.3. The application period is January 1 - March 31. However, the Secretary may deputize an individual or group/organization, any time as deemed necessary.

6.2 Specific Procedures

6.2.1. For Individuals

- a. Applications shall be submitted to the nearest CENR Office accompanied by the following documents:
 - i. Endorsement from the organization head/employer, or barangay clearance signed by the Barangay Chairman
 - ii. Biodata with ID picture
 - iii. Certificate of good moral character issued by the Barangay Chairman of the area or from the Parish Priest/Minister/Imam where the applicant resides
 - iv. Police clearance

- v. Sworn Statement that the applicant is willing to perform the functions and duties of a DENRO/SDENRO without compensation
- b. The CENRO shall receive the application, check the completeness of the documents and validate that the applicant has no record of violations of any ENR rules and regulations. Only applicants with complete documents and found to have no record of violations of any ENR rules and regulations shall be recommended for training.

Non-qualifying applicants shall be informed in writing stating reasons for rejection of application such as derogatory records, failure to comply with provisions of agreements in previous dealings with DENR and other governing agencies and other similar grounds.

- c. The CENRO within two (2) working days from the submission of application shall forward the application and all pertinent documents to the PENRO.
- d. Within two (2) working days, the PENRO shall evaluate the documents and forward the applications to the RED.
- e. The RED shall authorize the Regional HRD Staff to conduct training of qualified applicants which will commence fifteen (15) days after the end of the application period.
- f. The trainees shall be evaluated by the Regional HRD Staff based on performance criteria to be developed by the Office of the Undersecretary for Field Operations. Those who do not pass the performance evaluation shall be informed in writing within 5 days after the last day of the orientation/training.
- g. The RED shall issue all deputation orders to successful trainees after clearance from the Office of the Undersecretary for Field Operations.

6.2.2. For members of groups/organizations with community and up to region-wide membership

- a. Group applications shall be submitted to the Regional Office accompanied by the following documents:
 - i. Certified copy of Certificate of Registration with the SEC, CDA, NCIP or other accrediting office;
 - ii. Certificate of organization's accreditation issued by the DENR;
 - iii. Sworn Statement by the president/head of the group that the members who will be deputized are willing to perform the functions and duties of DENRO/SDENRO without compensations;
 - iv. List of members who will be deputized and their biodata with group certification that they are:
 - physically and mentally fit; and
 - of good moral character

- b. The Office of the RED shall validate that the applicant has no record of violations of any ENR rules and regulations. Only applicants with complete documents and found to have no record of violations of any ENR rules and regulations shall be recommended for training

Non qualifying applicants shall be informed in writing stating the grounds for rejection the application such as derogatory records, failure to comply with provisions of agreements in previous dealings with DENR and other governing agencies and similar

- c. The RED shall authorize the Regional HRD Staff to conduct training of qualified applicants which will commence fifteen (15) days after the end of the application period.
- d. The trainees shall be evaluated by the Regional HRD Staff, based on performance criteria to be developed by the Office of the Undersecretary for Field Operations. Those who do not pass the performance evaluation shall be informed in writing within 5 days after the last day of the orientation/training.
- e. The RED shall issue all deputation orders to successful trainees after clearance from the Office of the Undersecretary for Field Operations.

6.2.3 For members of groups/organization with multi-regional and/or nationwide membership

- a. Group applications shall be submitted to the Office of the Undersecretary for Field Operations accompanied by the same documents as in Item a, Sec. 6.2.2.
- b. The Office of the Undersecretary for Field Operations shall receive the application and validate that the applicant has no record of violations of any ENR rules and regulations. Only applicants with complete documents and found to have no record of violations of any ENR rules and regulations shall be authorized for training

Non qualifying applicants shall be informed in writing stating reasons the grounds for rejecting the application such as derogatory records, failure to comply with provisions of agreements in previous dealings with DENR and other governing agencies and similar

- c. The Undersecretary for Field Operations shall authorize the conduct of the training to qualified applicants which shall commence fifteen (15) days after the end of the application period. However, for the group/organization that has regional memberships, members may be allowed to attend the training/orientation conducted by the Regional HRDS.
- d. The group/organization members who have undergone the training/orientation shall be evaluated by the Regional/Central Office HRDS, based on a set of criteria that have been developed. Those who pass shall be recommended for deputation. Those who are not fit to be deputized based on the evaluation by the HRDS

shall be informed in writing within 5 days after the last day of the training.

- e. The Secretary or his/her authorized representative shall issue the group/ organization deputation order for those who passed the training.

Sec. 7. Deputation Procedures for SDENRO. SDENROs shall be deputized by the Regional Executive Directors, based on the recommendation of the Regional Technical Director or Regional Director concerned. At the Central Office, the Secretary or his/her authorized representative shall issue the Deputation Order, upon the recommendation of the Undersecretary for Field Operations and the Bureau Director concerned.

- 7.1 Within three (3) months of the effectivity of this Order, and continuously thereafter, the Offices of the Regional Executive Directors and Bureau Directors shall come up with a list of potential SDENRO based on the required technical expertise pertaining to their sectors; provided that said potential SDENRO shall possess the additional qualifications listed in items 5.2 to 5.7, Section 5 hereof.
- 7.2 Potential SDENROs shall be invited by the REDs and Bureau Directors to become members of the pool of SDENROs, and upon their agreement, will undergo an orientation program to be conducted by the Regional/Bureau Human Resources Development Staff. The modules for the program shall be designed by the HRDS Central Office and shall be ready for implementation within three (3) months from the effectivity of this Order.
- 7.3 Those who have undergone the orientation program shall comprise the pool of SDENRO from where the RTDs/RDs/Bureau Director may recommend a SDENRO for deputation should the need arise.
- 7.4 The Offices of Regional Executive Directors/Bureau Directors shall maintain a data base of the potential SDENRO, copy furnished the Office of the Undersecretary for Field Operations.

Sec. 8. Orientation and Training.

- 8.1 The Human Resources Development Service of the DENR in coordination with the concerned bureaus and the Office of the Undersecretary for Field Operations shall prepare standard orientation and training modules and materials to be used in the training and orientation for prospective DENRO/SDENRO. The training/orientation module shall consist of, but not limited to, basic knowledge on environmental and natural resources laws, rules and regulations, investigation report preparation, preparation of and filing cases in court and surveillance techniques
- 8.2 To update DENRO, SDENRO and members of the SDENRO pools on environment and natural resources sector including laws, rules and regulations, training shall be conducted once a year Failure of the DENRO or the SDENROs to attend the training shall be a ground for the automatic revocation of their deputation orders. Failure of the SDENRO pool member to attend training shall be ground for dropping him/her from the pool. The Regional Executive Director shall be responsible for the regular evaluation of the DENROs/SDENROs. The Regional Human Resources Development Division shall submit a report to the HRDS Central Office for purposes of monitoring the said activity.

Sec. 9. Performance Evaluation of DENRO/SDENRO. The performance and compliance of the DENRO shall be evaluated by the CENRO or the Undersecretary for Field Operations. The performance of the SDENRO shall be evaluated by the respective RTDs/RDs/Bureau Directors. The Office of the Undersecretary for Field Operations (OUFO) shall formulate the criteria, standard and evaluation system to be used in the performance evaluation.

Sec. 10. Revocation/Termination of the Deputation Order. The Deputation Order of DENRO/SDENRO may be revoked by the approving authority on any of the following grounds:

- 10.1 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.
- 10.2 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 hereto;
- 10.3 when found guilty in an administrative proceeding that he/she violated the Terms of Reference (TOR) for deputation; the DENR can also file a case against him/her.
- 10.4 when the DENRO/SDENRO fails to attend the training referred to in item 8.1, Section 8 hereof; and
- 10.5 when the DENRO/SDENRO fails to submit monthly accomplishment reports for three (3) consecutive months.

Sec. 11. Renewal of Deputation Orders for DENROs. The results of the Regional Offices performance evaluation and attendance to the training as provided in item 8.1, Section 8 hereof shall be the bases for the renewal of the Deputation Order for DENROs with prior clearance from the Office of the Undersecretary for Field Operations.

11.1 General Procedures

- 11.1.1 Application for renewal of deputation of individuals and members of groups with community and up to region-wide membership shall be processed and approved within the respective regions.
- 11.1.2 Application for renewal of deputation of members of groups with multi-regional and/or nationwide membership shall be processed at the Central Office.

11.2 Specific Procedures

- 11.2.1 At least one month before the expiry of the Deputation Order, DENROs shall manifest their intention to remain as DENROs by submitting an application for renewal to the CENRO/Regional Office/Undersecretary for Field Operations as the case may be. The renewal application shall be accompanied by a medical certificate and Sworn Statement that the applicant is willing to continue to undertake the functions and duties of a DENRO without

compensation. The group's renewal application shall be accompanied by Sworn Statement by the president/head of the organization or Copy of the Board Resolution indicating that a member/s listed is/are willing to continue to be ^{deputized} without compensation, list of members that are willing to continue to be deputized and medical certificates of the listed members. Only DENROs with complete renewal applications and documentation shall be accepted.

11.2.2 The CENRO/Office of the Undersecretary for Field Operations shall evaluate the application for renewal and validate that the DENROs have no record of violations during the period he/she was appointed as DENROs. The renewal application shall be transmitted to the RED or the Secretary or his/her authorized representative recommending for approval/disapproval of the application.

11.2.3 The RED or the Secretary or his/her authorized representative shall issue the deputation order before the date of termination of the original deputation order.

Sec. 12. DENRO/SDENRO Desks. A Special Desk for DENRO/SDENRO shall be created in the Office of the Undersecretary for Field Operations that shall keep the master list of all the DENROs/SDENROs, the database of SDENROs pool members and other documents pertaining to such matters. Copies of Deputation and Special Orders shall also be furnished to the said Office by the Regional Offices. A Regional Desk shall also be created to provide guidance and direction over DENROs/SDENROs operating within its jurisdiction.

Monthly reports on the activities and accomplishments of DENROs/SDENROs shall likewise be submitted to the Office of the Undersecretary for Field Operations for monitoring purposes.

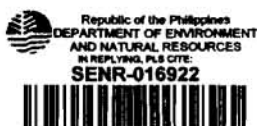
Sec. 13. Funding. All expenses relative to the implementation of this Order which includes the conduct of orientation and trainings, processing of the applications and maintenance of data bases shall be charged to the respective funds of the Regional Offices and other concerned DENR Offices.

Sec. 14. Transitory Provision. All deputized DENRO/SDENRO prior to the approval of these guidelines shall remain deputized, but will be subject to the procedure for renewal set forth in this Order. Applications for deputation that were received prior to issuance of these guidelines shall still be processed in accordance with these guidelines.

Sec. 15. Repealing Clause. All orders, circulars, memoranda inconsistent herewith are hereby repealed and/or amended accordingly.

Sec. 16. Effectivity. This Order shall take effect fifteen (15) days after its complete publication in a newspaper of general circulation and fifteen (15) days upon submission of a copy to the Office of the National Administrative Registry (ONAR).


JOSE L. ATIENZA, JR.
Secretary



8
Publication: The Philippine Star
October 3, 2008
Registration: ONAR, U.P. Law Center
October 6, 2008

FOR : The Undersecretary For Field Operations

THRU : Channels

SUBJECT : Report of Deputy Environment and Natural Resources Officers (DENRO)

For the Month of _____ 200__

ACTIVITIES	FREQUENCY	SPECIFIC CASES	REMARKS
I.			
A. Prevention			
B. Detection			
C. Seizure			
II.			
A. Information, Education Communication Campaign			
B. Cases Filed			
C. Etc.			

Prepared By:

ATTESTED BY:

Name of DENRO

CENRO