



DENR ADMINISTRATIVE ORDER
NO. 2016-13

JUN 17 2016

SUBJECT: RECONSTITUTING AND INSTITUTIONALIZING THE CLIMATE CHANGE OFFICE, TO BE CALLED CLIMATE CHANGE SERVICE, IN THE OFFICE OF THE SECRETARY

Section 1. Rationale and Objectives

The DENR Climate Change Office (CCO) was created in 2009 by virtue of Department Administrative Order No. 2009-04 to strengthen the DENR's position as the lead agency for climate change and to rationalize development and implementation of relevant programs and policies. While the objectives of creating the CCO were superseded by the adoption of the Climate Change Act in 2009, which created the Climate Change Commission, Section 15 (c) of the Act specifically mandated the DENR to oversee the establishment and maintenance of a climate change information management system and network, including on climate change risks, activities and investments, in collaboration with other concerned national government agencies, institutions and LGUs.

The responsibilities given to DENR by the Climate Change Act, National Climate Change Action Plan, EO 43 and National Budget Memorandum (NBM) 114 underscore the need for a regular organizational structure within the DENR that should focus on the department's climate change issues, project planning, climate proofing of programs and projects, monitoring of DENR programs and of the CC Cluster Roadmap, and undertake the tasks for the CC cluster's program budgeting (now called program convergence budget or PCB) and oversee climate change information system, in addition to performing functions as the national designated authority for Clean Development Mechanism Projects.

The following are additional climate change mandates of the DENR:

- a) Adaptation Pillar No. 9 which includes Integrated Ecosystems-Based Management (River Basin Management, Coastal and Marine Systems, Biodiversity) and Water Governance and Management. (National Framework Strategy on Climate Change, 2010-2022)
- b) Executive Order 43 (E.O. 43) which organized the Cabinet into five thematic clusters, to serve as venue and mechanism for coordination, harmonization, complementation, and synergy among the Departments and other Government instrumentalities with the main purpose of attaining national development goals and objectives, as disaggregated into annual performance targets.

One of the Cabinet Clusters is on Integrity of the Environment and Climate Change Adaptation and Mitigation (CCAM) of which the DENR has been designated as lead department. This cluster is mandated to promote sustainable natural resource utilization and CCAM strategies and measures among national government agencies, the local government units (LGUs) and their respective communities, the general public, and other stakeholders.



- c) Following National Budget Memorandum 114, (March 30, 2012) which was issued “to ensure the accomplishment of key performance targets under the five key result areas..... as laid out in the Executive Order 43” and tasked the lead departments to “review, consolidate and ensure that the targets and funding requirements of the program are reasonable, appropriate and support the meeting of key targets under the Philippine Development Plan and Social Contract”, the DBM designated DENR-OSEC to lead a group of 16 NGAs in the formulation of a consistent and consolidated 2015 Program Budget (PBA) of the CCAM cabinet cluster. NBM 120 instructs the designated participating NGAs to formulate the CCAM cabinet cluster’s PBA, now called Program Convergence Budget (PCB), using consistent assumptions, targets, beneficiaries, focus areas, and implementation timelines and resources for the P/A/Ps included in the program. As the designated lead department, the DENR-OSEC is instructed to convene all the participating NGAs to ensure consistency and to consolidate the targets and funding requirements of identified programs for priority allocation.
- d) As lead department for the CCAM cluster, the DENR has assumed leadership in the preparation and review of agency CCAM budget proposals and integrating them into a cluster proposal. Other than the 10 member agencies of the cluster as identified in EO 43, the DBM has added five more departments/offices to the CCAM PBA. The DENR also takes the lead in the Technical Budget Hearing for the CCAM Program Convergence Budget.
- e) The DENR is the designated national authority for Clean Development Mechanism projects under the UN Framework Convention on Climate Change.
- f) The Intended Nationally Determined Contributions submitted by the Government of the Philippines to COP 21 makes it imperative for the DENR to increase its capability for climate change and resiliency particularly in reducing CO2 emissions by about 70% in 2030, in developing climate and disaster-resilient ecosystems, in and participating in rolling out of science-based climate/disaster risk and vulnerability assessment process as the basis for mainstreaming climate and disaster risks reduction in development plans, programs and projects and on research and development on climate change, extremes and impacts for improved risk assessment and management.

These responsibilities necessitate a full time organization to handle, noting that climate change functions cannot be absorbed by the other DENR units such as the Planning or Financial Management Service due their equally important and sustaining work and also the uniqueness of the CC functions.

The need for a Climate Change Service in the DENR has been affirmed by the Department of Budget and Management when it sought authority from the President last January 21, 2016 to create the Climate Change Service and its staffing.

Section 2. Creation of a Climate Change Service (CCS) in the DENR

- a) A Climate Change Service (CCS) is hereby created in the DENR under the Office of the Secretary, replacing the present Climate Change Office, to oversee the implementation of functions and responsibilities given to the Department by the Climate Change Act, National Climate Change Action Plan, EO 43 and National Budget Memorandum (NBM) 114 and to focus on the department’s climate change issues, project planning, climate proofing of programs and projects, monitoring of DENR CC programs and of the CC Cluster Roadmap, and undertake the tasks for the CC cluster’s program budgeting, now called program convergence budget or PCB.



oversee the assembly and dissemination of climate change **information** and monitor/facilitate the Department's responsibilities in carrying out **the Government's Intended Nationally Determined Contributions.**

- b) The Climate Change Service shall supervise the functions and activities of the DENR as the national designated authority for Clean Development Mechanism **Projects.**
- c) The Service shall be a repository of all climate change and disaster risk reduction related information generated by the department and its bureaus such as maps, master plans for major and principal river basins, research results, reports, among others.
- d) The CCS shall be headed by a Director who will manage its day to day operations. The Secretary may designate an Undersecretary to supervise for him **the CCS.**

Section 3. Functions and Responsibilities of the Climate Change Service

The DENR Climate Change Service shall have the following **functions** and responsibilities:

Technical Services

- a) Ensure that climate change issues are mainstreamed in DENR overall plans, programs, activities and projects in coordination with the Planning and Policy Service (PPS) and other relevant offices;
- b) Serve as a repository and "clearing house" for the climate change **information** and knowledge products generated by the DENR's sector bureaus and **attached agencies;**
- c) Formulate guidelines for the Department and its units in **mainstreaming CC** and Disaster Risk Reduction in the various programs, activities and **projects,** including research studies;
- d) Coordinate the implementation of DENR's mandates under the **Climate Change Act** in overseeing the establishment and maintenance of information **management** system on climate change and disaster risk and of DENR's responsibilities in the National Framework Strategy on Climate Change (2010-2022), for at **least two** strategic actions: on water security and on ecosystems resilience and **environmental sustainability.**
- e) Serve as focal office in the DENR in monitoring and evaluating **progress** in achieving INDC objectives and targets for which the Department is largely **responsible** for.
- f) Provide technical and administrative support to the DENR Secretary as lead of the Climate Change Adaptation and Mitigation (CCAM) Cluster
- g) Take the lead in the planning, review and monitoring of **implementation** of the Program Convergence Budget (PCB) for the DENR and CCAM cluster and participating agencies. prepare briefing materials on CCAM PCB for **presentation** to CCAM Cluster and DBM; monitor CCAM Roadmap **implementation;** monitor and evaluate actual utilization of the CCAM PCB and coordinate with CCAM Cluster member agencies, CCC and DBM on PCB matters
- h) Coordinate with the HRD Service in the formulation, planning and **implementation** of CC training programs for the DENR and selected stakeholders

CDM Projects Management

- a) Coordinate, oversee, review, monitor and evaluate progress of **activities** toward meeting the country's obligation to the UNFCCC and Kyoto Protocol
- b) Direct the provision of Secretariat functions for the DENR as **Designated National Authority (DNA)**
- c) Identify linkages and areas of cooperation, facilitates improved **coordination** among implementing agencies and enhances communication among **various** sectors on climate change mitigation and adaptation
- d) Strengthen collaboration with donors and manage resource **mobilization** activities including development of climate change program/project proposals as well as coordination of work plans, budget and terms of reference
- e) Conduct review and obligations/ compliance to related **multilateral and bilateral** agreements, programs and projects on climate change, and prepare **technical reports**
- f) Formulate policy recommendations to streamline procedures to **reduce** duplicative steps through fast-track or one-stop shop processes for clean development mechanism and similar projects; and
- g) Encourage and promote the development of CDM projects in **the Philippines**, particularly among local government units.

A functional chart of the Climate Change Service is attached as **Annex A**.

Section 4. Organizational Structure and Staffing of the Climate Change Service

- a) As recommended by the Department of Budget and Management to **the President**, the Climate Change Service shall be composed of two divisions: a **Climate Change Projects Management Division** and a **Climate Change Technical Services Division**.
- b) Pending approval by the Office of the President, of the staffing pattern for the creation of the CCS, the divisions shall be organized by detail or transfer of key technical personnel to the CCS.
- c) The organizational and functional charts for the CCS are in **Annex A and B**.

Section 5. Funding

- a) Budgetary requirements for the initial operationalization of the DENR-CCS shall be sourced from the funds of the Office of the Secretary, subject to the **submission** of a Work and Financial Plan and to budgeting, accounting and **auditing** rules and regulations.
- b) Salaries of personnel that have been assigned to the CCS shall **continue** to be paid by their mother units.

Section 6. Climate Change Focal Persons in DENR Offices

- a) All DENR Services, Bureaus, attached agencies, regional offices **and** field offices (including regional offices of EMB and MGB) shall designate **Climate Change Focal**



Persons whose general and specific functions shall be formulated by the Climate Change Service and shall be disseminated through an appropriate issuance from the Secretary.

- b) The DENR Regional Directors shall designate the Focal Persons in the regional, PENROs and CENROs, and through the regional Focal Persons, shall ensure that climate change is mainstreamed in all regional programs, activities and projects.
- c) The Climate Change Focal Persons shall coordinate with the respective planning and budget officers the preparation of the annual Climate Change Program Convergence Budget proposal.

Section 7. Transition Arrangements

- a) The Administrative Service shall allocate adequate space at the DENR Building and provide the necessary equipment and fixtures for the Climate Change Service. Transfer of the Service to this new office shall be completed within two months from the issuance of this Order.
- b) The office equipment and furniture/fixtures currently assigned to the present DENR-CCO shall be transferred to the new DENR CCS.
- c) Within 15 days from the issuance of this Administrative Order, Special Orders shall be issued immediately by the Secretary to detail and assign personnel from other units to perform the functions and responsibilities in Section 3, above.
- d) The Climate Change Service is hereby authorized to hire contractual personnel for a period not exceeding twelve (12) months, charged to the appropriate funds in the Office of the Secretary to perform substantive and support functions while the Service is still being organized.

Section 8. Effectivity

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


RAMON J.P. PAJE
Secretary



Annex A

DENR Climate Change Service

Functional Chart



Climate Change Projects Management Division

- a) Coordinates, oversees, reviews, monitors and evaluates progress of activities toward meeting the country's obligation to the UNFCCC and Kyoto Protocol
- b) Directs the provision of Secretariat functions for the DENR as Designated National Authority (DNA)
- c) Identifies linkages and areas of cooperation, facilitates improved coordination among implementing agencies and enhances communication among various sectors on climate change mitigation and adaptation
- d) Strengthens collaboration with donors and manages resource mobilization activities including development of climate change program/project proposals as well as coordination of work plans, budget and terms of reference
- e) Conducts review and obligations/ compliance to related multilateral and bilateral agreements, programs and projects on climate change, and prepare technical reports
- f) Formulates policy recommendations to streamline procedures to reduce duplicative steps through fast-track or one-stop shop processes for clean development mechanism and similar projects;
- g) Encourage and promote the development of CDM projects in the Philippines, particularly among local government units.

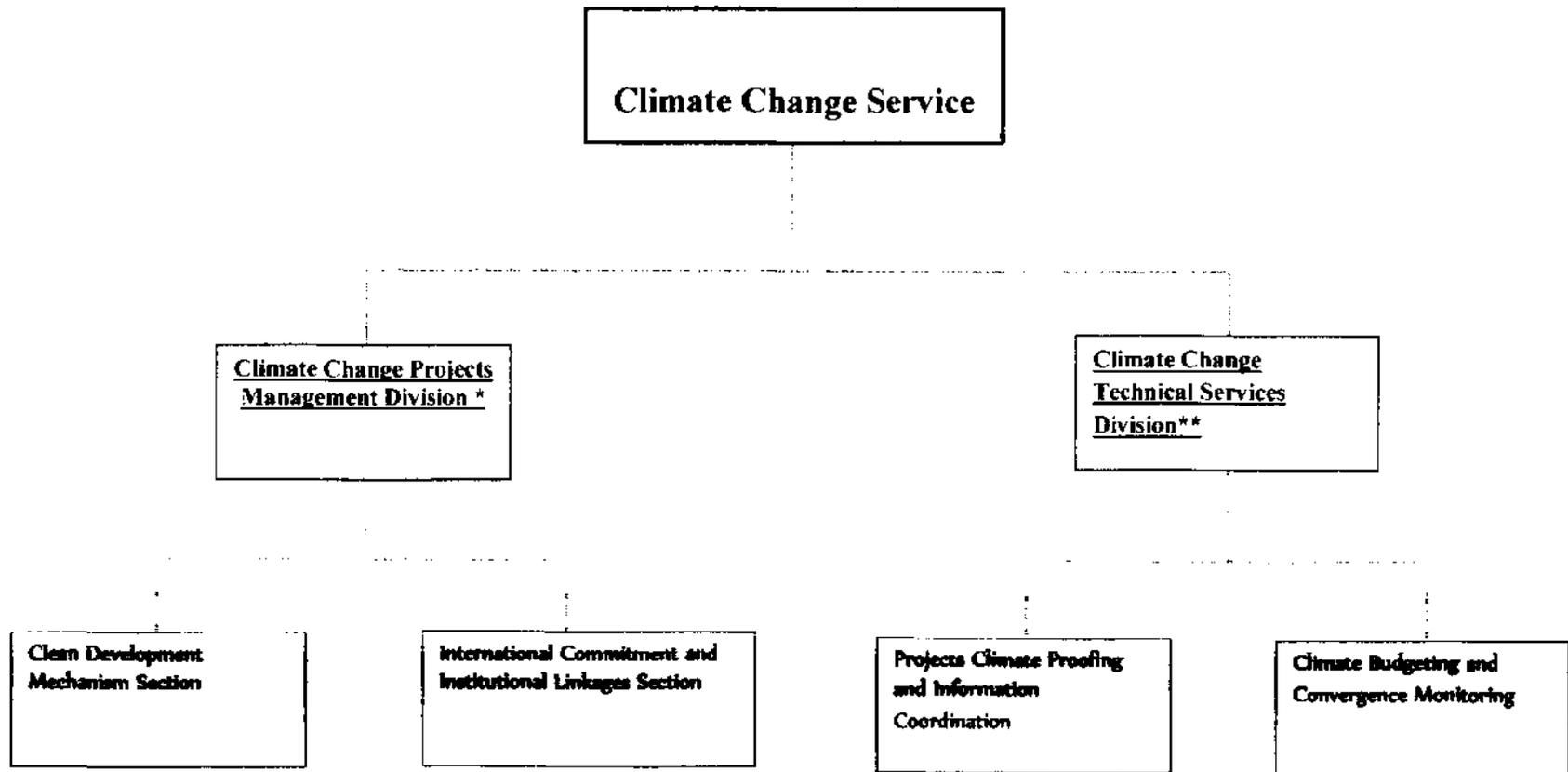
Climate Change Technical Services Division

- a) Ensures that climate change issues are mainstreamed in DENR over-all plans, programs and projects in coordination with its Planning and Policy Service Office (PPSO) and that the DENR staff are capacitated on climate change through the Human Resource Development Service (HRDS).
- b) Serves as a "clearing house" for the climate change information and knowledge products generated by DENR's sectoral bureaus and attached agencies
- c) Coordinates the implementation of DENR's mandates under the Climate Change Act in overseeing the establishment and maintenance of information management system on climate change and disaster risk and of DENR's responsibilities for at least two strategic actions: on water security and on ecosystems resilience and environmental sustainability.
- d) Provides technical and administrative support to the DENR Secretary as lead of the CCAM Cluster
- e) Takes the lead in the planning, review and monitoring of implementation of the Program Convergence Budget of the CCAM cluster and participating agencies.
- f) Prepares briefing materials for presentation to CCAM Cluster and DBM
- g) Monitors CCAM Roadmap implementation
- h) Monitors and evaluated actual utilization of CCAM PCB Budget
- i) Coordinates with HRD Service the formulation, planning and implementation of CC training programs for the DENR units and selected stakeholders.

Annex B

DENR Climate Change Service

Organizational Structure



*Approval of change of name to be recommended to DBM

**Creation of Division be recommended to DBM