



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR

No. 23
Series of 2004

**SUBJECT : RECONSTITUTION OF THE ENVIRONMENTAL
MANAGEMENT PROGRAM (EMP) NATIONAL
STEERING COMMITTEE, TECHNICAL WORK-
ING GROUP, WORKING COMMITTEES AND
POINT PERSONS.**

In the interest of the service and to implement the Department's Environmental Management Program pursuant to **Republic Act 9003 (Ecological Solid Waste Management Act)** and **Republic Act No. 8749 (Clean Air Act)**, and rationalize the roles of various personnel in its implementation, the following are hereby created:

A. National Steering Committee (NSC)

Chairperson : The Director - Administrative Services
Co-Chairperson : The Director - BARIE
Members : CARPO, Records Management Division
CARPO, Management Division
CARPO, General Services Division
CARPO, Personnel Division
CARPO, PDD-BARIE

The NSC shall perform the following functions:

1. Provides Environmental Management Program's (EMP) framework;
2. Formulates policies, strategies and make decisions for the effective implementation of the EMP program; and
3. Ensures the Department's full support in the implementation of the EMP program.

B. Technical Working Group (TWG)

Chairperson : Ms. Alma Pamittan

Co-chairperson : Mr. Jaime Mata

Members :

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|-------------------------|-----------------------------|
| 1. Ms. Perla Gunzon | 7. Mr. Felimon Sison |
| 2. Mr. Pedro Mercado | 8. Ms. Jocelyn Abiog-Anolin |
| 3. Ms. Arlene Cando | 9. Ms. Zenaida Micu |
| 4. Mr. Roberto Pilapil | 10. Ms. Daisy Zabala |
| 5. Ms. Rosalinda Galang | 11. Ms. Nenita Dela Cruz |
| 6. Ms. Ofelia Tribiana | |

The TWG shall have the following functions:

1. Implements the EMP guidelines;
2. Develops EMP annual plan and program of activities;
3. Establishes program monitoring and evaluation system to ensure proper EMP program implementation;
4. Provides quarterly status report to the NSC;
5. Orients employees on EMP policies and procedures; and
6. Provides technical and administrative support to the NSC.

C. Working Committees

1. Monitoring and Evaluation Committee (MEC)

Chairperson : Ms. Arlene Cando

Co-Chairperson : Ms. Zenaida Micu

Members :

- | | |
|----------------------|-----------------------|
| Ms. Daisy Zabala | Ms. Rosalie Valdez |
| Ms. Bernadita Anoran | Mr. Joey Adonis Badua |
| Ms. Carol Valdez | Mr. Ernesto Regacho |
| Ms. Juliet Fran | Ms. Theresa Servado |
| Ms. Adela Cordero | Ms. Ines Villatuya |
| Ms. Sonia Sajamia | Ms. Olivia Reyes |

The MEC shall have the following functions:

1. Undertakes On-the-Spot Bi-Monthly Monitoring;
2. Submits Bi-Monthly Report to the Chairperson EMP TWG not later than five (5) days after the conduct of the On-the-Spot Monitoring;
3. Recommends policies to improve EMP program implementation; and

4. Designs updated monitoring and evaluation system for EMP to capture new developments.

2. Ways and Means Committee (WMC)

Chairperson : Mr. Jaime Mata
 Co-Chairperson : Mr. Pedro Mercado
 Members :

Ms. Cristina Galang	Ms. Elizabeth Esteban
Ms. Lydia Llegado	Ms. Cerenia Wakat
Ms. Sonia Ancheta	Mr. Jonie Abante
Ms. Florita Urgena	Ms. Marlyn Tuazon
Ms. Monica Editha Salayog	Mr. Reynolito Apolinar
Ms. Luzviminda Fonacier	Ms. Rosalinda Galang
Mr. Roberto Pilapil	Ms. Rosanna Cabling

The WMC shall have the following functions:

1. Identifies measures to properly utilize EMP funds;
2. Identifies and implement stop-gap/temporary and permanent solutions to problems that may arise during the implementation of the EMP;
3. Identifies and develop mechanism to generate and mobilize financial and technical resources for the implementation of the program;
4. Coordinates with various government agencies, non-governmental organizations, civic organizations and peoples organizations for generating assistance in the implementation of the program.

3. Special Projects Committee (SPC)

Chairperson : Ms. Perla Gunzon
 Co-Chairperson : Ms. Jocelyn Abiog-Anolin
 Members :

Ms. Lily Braña	Ms. Ines Codia
Mr. Felimon Sison	Mr. Ernesto Arro
Ms. Nenita Dela Cruz	Ms. Nelly Pucan
Ms. Alma Pamittan	Ms. Fraulien Villa
Ms. Khristine Joy Vergara	Ms. Julie Bordey
Ms. Ofelia Tribiana	

The SPC shall have the following functions:

1. Identifies possible projects for development and implementation which have impact on:

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|----------------------------------|---------------------------------|
| <i>a. Cost Saving Measures</i> | <i>d. Clean Air Act Program</i> |
| <i>b. Popular Concepts</i> | <i>e. Sustainability</i> |
| <i>c. Beautification Program</i> | |

2. Develops and access existing training modules pertaining to environmental protection from DENR to be used during the conduct of orientation/seminar/workshop at DAR;
3. Conducts regular consultations with concerned personnel/units and other environmental management advocates;
4. Assesses needs, gaps, opportunities and problem on EMP;
5. Generate project ideas;
6. Translates the remedies/solutions into project concepts;
7. Prepares project proposal/concept paper pertaining to DAR EMP projects; and
8. Ensures EMP program sustainability and development through regular information campaign.

4. EMP Point Persons

Ms. Ines Codia	Ms. Khristine Joy Vergara
Mr. Ernesto Arro	Ms. Elizabeth Esteban
Ms. Nelly Pucan	Ms. Ines Villatuya
Ms. Fraulien Villa	Ms. Olivia Reyes
Ms. Rosanna Cabling	Ms. Theresa Servado
Ms. Julie Bordey	Mr. Ernesto Regacho
Ms. Cristina Galang	Ms. Juliet Fran
Ms. Lydia Llegado	Ms. Cerenia Wakat
Ms. Sonia Ancheta	Mr. Jonie Abante
Ms. Florita Urgena	Ms. Marlyn Tuazon
Ms. Editha Salayog	Mr. Reynolito Apolinar
Ms. Luzviminda Fonacier	Ms. Adela Cordero
Ms. Rosalie Valdez	Ms. Sonia Sajamia
Ms. Bernardita Anoran	Mr. Joey Adonis Badua
Ms. Carol Valdez	Ms. Lily Braña

The EMP Point Persons shall have the following functions:

1. Oversee the proper implementation of the waste segregation scheme of the Department in their respective offices/units;

2. Establish strong linkage with all the janitorial workforce of the Department in the implementation of the waste segregation scheme;
3. Ensure the establishment and maintenance of a waste segregation area in their respective offices/ units;
4. Provide regular feedback to their respective CARPOs and to the EMP-TWG on measures to improve the waste segregation scheme; and
5. Recommend to the EMP-TWG other environment management schemes aside from the implementation of waste segregation.

This Memorandum Circular shall take effect immediately and supersedes all previous issuances inconsistent herewith.

Done this 01st day of ~~November~~^{December}, 2004, Diliman, Quezon City.


RENE C. VILLA
Secretary

12/07