



Republic of the Philippines  
Tanggapan ng Sangguniang Panlungsod  
City of Naga



## **ORDINANCE NO. 97-102**

### **AN ORDINANCE ESTABLISHING THE ENVIRONMENT AND NATURAL RESOURCES OFFICE (ENRO) IN THE CITY OF NAGA AND PROVIDING FUNDS THEREFORE:-**

Author: Hon. Simeon Adan

WHEREAS, under the provisions of Republic Act 7160, otherwise known as the Local Government Code of 1991, certain powers and responsibilities have been devolved to local government units, one among which is the preparation and enforcement of solid waste management and other environment concerns, and along this trend, Section 454-B of the a forecited Local Government Code authorizes the City Mayor to appoint a City environment and Natural Resources Officer as well as Section 484 of the same code, prescribes the qualifications, powers and duties of the said Environment and Natural Resources Officer (ENRO);

WHEREAS, while Naga City is not officially listed as a highly urbanized City, its present economic, social and political status more than prove its enormous potentials for urbanization in all aspects;

WHEREAS, in the State of the City Report of the Honorable City Mayor Jesse M. Robredo for 1997, as documented and published, environmental protection and development was mentioned as one of the "BROADSTROKES 1997 AND BEYOND" to indicate a priority mission of the city in the immediate future which is the TASK OF PROTECTING AND PROPERLY MANAGING THE UTILIZATION OF OUR NATURAL RESOURCES; and

WHEREAS, to implement this mission and attain such vision, there is a pressing need for the city not only to cause the appointment of an Environment and Natural Resources Officer but also to create an office specifically and distinctly tasked and responsible to pursue with vigor sustainable programs and projects directly related to the environment and the ecosystems, consistent with the commitments of local and national governments to Philippines Agenda 21;

NOW, THEREFORE, be it enacted by the Sangguniang Panlungsod of the City of Naga is session assembled;

**SECTION 1. - TITLE.** - This ordinance shall be known as the "Ordinance Establishing the Environment and Natural Resources Office (ENRO) in the city of Naga and providing funds therefore."

**SECTION 2. - COVERAGE.** - This ordinance shall upon approval, establish a new office/department in the administrative structure of the city government with a staff to be headed by an Environment and Natural Resources Officer whose responsibilities shall include watershed management, waste and pollution management, and attend to the socio-cultural concerns that take care of special projects of the city related to environment and Ecology such as but not limited to Clean and Green, Eco-Tourism, Naga River Rehabilitation, Parks and Playgrounds, and Easements along streets and waterways. This ordinance shall also provide

for the salary scheme of all the personnel whose item positions are to be created as well as those personnel already existing in the budget but need only to be re-aligned to the said Environmental and Natural Resources Office (ENRO) for the effective implementation of existing as well as programs and projects to be undertaken related to environment.

### **SECTION 3. - AUTHORITY AND FUNCTIONS OF ENRO. -**

- 3.1. Authority. This ordinance is enacted to supplement provisions of existing laws and ordinance in the city related to Solid Waste Management, and other aspects of the environment, such as City Ordinance No. 95-080 and 96-049, as well as RA 7160 and other national laws on Environment and Ecology;
- 3.2. Functions. The following are the functions of the ENRO as created;
  - 3.2.1. Formulate measures for the consideration of the Sangguniang Panlungsod (SP) and provide technical assistance and support to the City mayor in carrying out measures to ensure the delivery of basic services and provisions of adequate facilities relative to the environment and natural resource services provided for under Section 17 of the Local Government Code (LGC);
  - 3.2.2. Develop plans and strategies and upon approval thereof by the City mayor implement the same, particularly those which have to do with the environment and natural resources programs and projects which the City Mayor is empowered to implement and which the SP is empowered to provide for under this Local Government Code;
  - 3.2.3. In addition to the foregoing duties and function, the City ENRO shall:
    - 3.2.3.1 Establish, maintain, protect, and preserve communal forest, watershed, tree parks, mangroves, greenbelts, and similar forest projects and commercial forest, like industrial tree farm and agro forestry projects;
    - 3.2.3.2 Provide extension services to beneficiaries of forest development projects, technical, and infrastructure assistance;
    - 3.2.3.3 Manage and maintain seed banks and produce seedlings for forest and tree parks;
    - 3.2.3.4 Provide extension services to beneficiaries of forest development projects and render assistance for natural resources-related to conservation and utilization activities consistent with ecological balance;
    - 3.2.3.5 Promote the small-scale mining and utilization of mineral resources, particularly, mining of gold;
    - 3.2.3.6 Coordinate with government agencies and non-government organization in the implementation of measures to prevent and control land, air, and water pollution with the assistance of DENR;
    - 3.2.3.7 Be in the front-line of the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of environment during and in the aftermath of man-made and natural calamities and disasters;

3.2.3.8 Recommend to the Sangguniang Panlungsod and advise the City Mayor on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources;

3.2.3.9 Relate waste management and environment concerns to Philippine Agenda 21;

3.2.3.10 Exercise such other powers and perform such other duties and functions as may be prescribed by law and ordinances; and

#### **SECTION 4. - DEFINITION OF TERMS. -**

4.1. ENRO - This is the acronym that can be used both for Environment and Natural Resources Office as well as to the Environment and Natural Resources Officer both of which are to be created under this ordinance;

4.2. Watershed Protection - this is concerned with development of the river and waterways protection of forest from any form of exploitation, national parks and protected areas, control quarrying and setting up of tree nurseries;

4.3. Waste and Pollution Management - This is related to solid waste, liquid waste industrial, toxic, hazardous wastes (i.e.), institutions, hospitals, industries, households, drainage and sewerage as well as air play ground;

4.4. Socio-cultural, enhancement - Under this ordinance this will concern itself with special projects on clean and green, eco-tourism, river rehabilitation, easement along streets and riverbanks as well as parks and play grounds;

4.5. Agenda 21 - An agenda desiring a better quality of life for all Filipinos through the development of a just, moral, creative, spiritual, economically vibrant caring, and diverse yet cohesive society;

**SECTION 5. - THE ENVIRONMENT AND NATURAL RESOURCES OFFICE. -** There is hereby created under this ordinance the office of the Environment and Natural Resources, the primary functions of which are those stated in Section 3 of this ordinance.

5.1. This office shall constitute a new department in the administrative structure of the city government headed by the Environment and Natural Resources Officer (ENRO). The department will be composed of three (3) line division, namely: a) Watershed Management; b) Waste and Pollution Management and; c) Socio-cultural Division. The functions of the divisions are as follows:

5.1.1. WATERSHED MANAGEMENT DIVISION. This division shall:

- Develop plans, programs, and projects on Watershed Management, Nursery establishment, Watershed rehabilitation, and Watershed protection;
- Implement protection, rehabilitation, and development plans of the Watershed;
- Identify quarry sites, process application, and recommend appropriate actions on quarrying/mining matters;

- Conduct periodic census of occupants within the Timberland portion of the Watershed;
- Establish, maintain, and develop integrated nursery(s);
- Procure/install data collection and monitoring stations within the Watershed;
- Provide training and other skill development activities on Watershed Management, quarrying/small-scale mining techniques, nursery operations, and other related activities;
- Implement Ordinances approved by the City Council related to Watershed Management, quarrying, nursery establishment and operation, and monitoring and evaluation consistent with the City's Watershed Management Program;
- Identify, formulate, implement research studies related to Watershed Management, quarrying, and nursery operations to improve monitoring and evaluation of projects; and
- Enhance IEC Program of the Naga City River Rehabilitation and Management;
- Exercise such other powers and perform other duties and functions as may be prescribed by laws and ordinances;

5.1.2. WASTE AND POLLUTION MANAGEMENT DIVISION. This division shall:

- Develop plans, programs, and projects on Solid Waste and Pollution Management consistent with the City's Medium Term Plan on solid Waste Management;
- Identify sources of wastes and pollutants;
- Coordinate with other Departments/Offices, NGO's and other institutions regarding the different programs and projects of the City Government on wastes and pollutants; and
- Exercise such other powers and perform such other activities and functions that may be prescribed by laws and ordinances.

5.1.3. SOCIO-CULTURAL DIVISION. This division shall:

- Develop plans, programs, and projects related to clean and green, eco-tourism, cleaning of waterways, river rehabilitation, parks and playgrounds, and easement management and restoration in consonance with the City's Medium Term Plan on Watershed Management;
- Conduct periodic census of occupants directly affected by the above programs and projects;
- Promote clean and green program including other initiatives of the City to promote tourism;
- Coordinate parallel programs on clean and green and other related activities;

- Implement Ordinances approved by the City Council related to clean and green, eco-tourism, river rehabilitation, cleaning of waterways, parks and playgrounds, and easement management and restoration; and
- Exercise such other powers and perform other duties and functions that may be prescribed by laws and ordinances.

#### 5.1.4. ENVIRONMENT MANAGEMENT COUNCIL. -

This Council is the policy making body on environmental matters directly related to the ENRO and shall be headed by the Chairperson on the Environment and Natural Resources Committee of the SP with regular members coming from the DENR, Non-Government Organization (NGO), City Health Office, City Engineer, City Agriculturist, City Planning and Development Office (CPDO), and Naga City People's Council (NCPC). From time to time the Chair can invite other parties as deemed appropriate or when demand arises. The said Council shall only serve as a policy making body and provide advise to the City Environment and Natural Resources Office (ENRO).

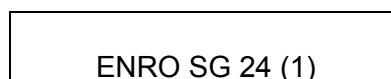
#### 5.1.5. PERSONNEL REQUIREMENT/QUALIFICATIONS. -

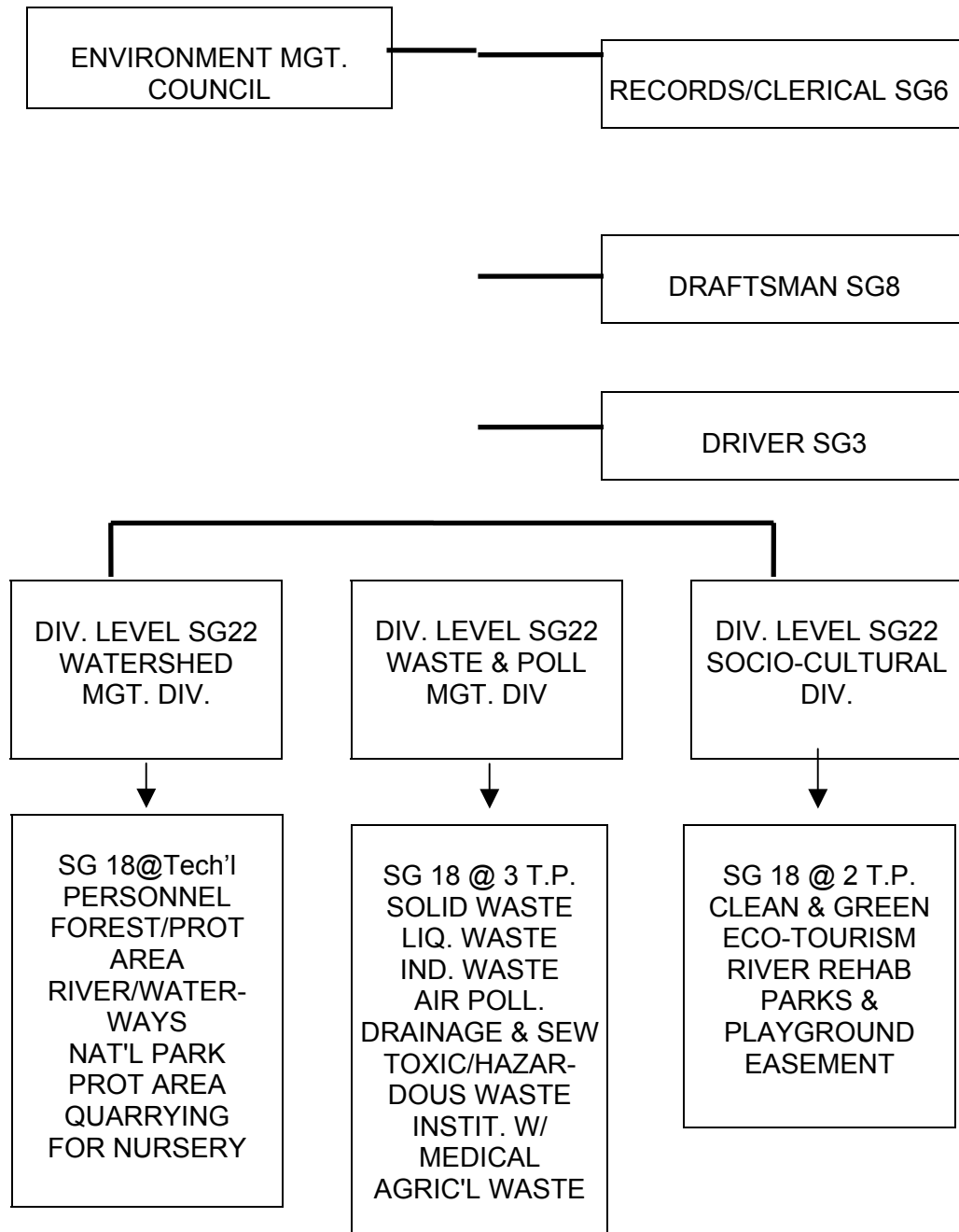
- a. City ENRO - Must be a holder of a College Degree preferably in Environment Science or Forestry and other related fields with at least five (5) years experience in actual management of personnel and resources, with good moral character, and a resident of Naga City. Must not be above 50 years of age and physically fit to avail of necessary training and other capability building opportunities offered by the government.
- b. Division Chief (Watershed Management Division) - Must be a college graduate in forestry/Agricultural Engineering or other related fields with at least three (3) years experience in Land Use Planning or related activities and of good moral character. Must not be above 50 years of age and physically fit to undergo by the government.
- c. Division chief (Waste and Pollution Management Division) - Must be a college graduate in Sanitary Engineering/environmental Science/Agricultural Engineering and other related fields with at least three (3) years experience in Solid Waste Management and/or Industrial Pollution Control activities and of good moral character. Must not be above 50 years of age and physically fit to undergo fieldwork.
- d. Division chief (Socio-cultural Division) - Must be a college graduate in Agriculture or other related field with at least three (3) years practical experience on Landscaping and Socio-Cultural concerns of good moral character must be below 50 years of age, and physically fit to undergo filed work.

**SECTION 5.2.** - The Organizational Structure of the ENRO cited in preceding Section is illustrated in an Organizational chart hereunder:

#### **ENRO ORGANIZATION STRUCTURE**

DEP'T. LEVEL:SG 25





TOTAL 10 PERSONNEL (NEW)

**SECTION 5.3. - DESCRIPTION OF ITEM POSITIONS, FUNCTIONS AND SALARY GRADE.** - The item positions illustrated in Section 5.2 above are described and defined hereunder, viz:

- 5.3.1. Environment and natural Resources Officer (ENRO) - He is the department Chief of this new department who is responsible for the administration and supervision of all personnel of all newly created items as well as those who may be re-aligned to this office from other existing department of the city government structure. He shall meet all qualifications required under Section 484 Article 14 of the Local Government Code as well as assume all the powers and duties

provided for under the aforecited provision of RA 7160. He is assigned a Salary Grade 25;

- 5.3.2. Division Level Chief for Watershed Management. He is the chief of the division in charge of all programs and projects concerned with forest and protected areas, rivers and waterways, national parks, quarrying and tree nurseries. As such he must have adequate background and experience along above-named programs. He/she is to supervise and monitor the technical personnel as well as field personnel under his division. His/Her Salary Grade is SG22;
- 5.3.3. Division Level Chief for Waste and Pollution Management - He/She is the Chief of this division primarily tasked to manage the generation, collection, transport, and disposal of solid waste which is presently being handled by the general services department of the local government. As such he may assume the position as the project management officers of the Sanitary Landfill Project of the City as soon as the project is set in place. In addition he/she shall be responsible for managing the liquid, industrial, toxic, hazardous, institutional and agricultural wastes within the city jurisdiction as well as the programs on air pollution, drainage and sewage control and management. For all these functions he shall be assigned at least one (1) technical personnel supervisor and manage all the personnel under the division and may also supervise the personnel in charge of solid waste management who may be re-aligned to this Division of the ENRO. This item is assigned a Salary Grade of SG 22 as division chief.
- 5.3.4. Division Level Chief for Socio-Cultural Programs. He/she is the chief of this division in-charge of all existing as well as those to be undertaken by the City's Comprehensive Environment Plan for 1997-1998 and beyond. These programs and projects are: Clean and Green, Eco Tourism, Naga River Rehabilitation, Parks and Play grounds and Easements of river, water-ways and roadways. Other programs may include livelihood skills training for displaced families arising out of these programs. His/Her Salary Grade is SG.22;
- 5.3.5. Technical Field Personnel. These are three (3) Technical Field Personnel in the organizational chart. They are assigned as field workers under each of the three (3) divisions described under Section 5.3.2., 5.3.3., and 5.3.4 respectively. Areas of concerns are to be actually monitored by them as well as take charge of other projects and tasks assigned to them by their division chief, their Salary Grade SG18;
- 5.3.6. Draftsman II - This item is for technical personnel attached to the administrative Officer who is responsible in drawing and illustrating maps and charts as are needed by the department in its various projects. He/She will also serve as the official photographer of the unit. As such he must possess basic skills in drafting and illustration. He will occupy a Salary Grade of SG8;
- 5.3.7. Records Clerk. There is one (1) records clerk herein created to be attached to the ENRO. He/She will be responsible for the clerking and recording as well as custodial duties of the office. He/She shall be assigned a Salary Grade SG6;
- 5.3.8. Driver. This item shall belong to the ENRO administrative staff. The driver shall serve the entire department but will be at the direct command of the Environment and Natural Resources Officer. He will be assigned a services vehicle of the EWAMP and perform his duties upon schedule formulated by the ENRO. His Salary Grade is SG3.

**SECTION 6. - BUDGETARY AND FINANCE REQUIREMENT.** - All salaries and wages of the items created under this ordinance as well as its maintenance and operations and other costs for the fiscal year beginning January 1998, shall be covered with an appropriation to be included in the annual regular budget of 1998 in the amount of Two Million Five Hundred Thousand, Six Hundred Pesos (P2,500,600.00) the allotment and details of which is to be determined by a special committee designated by the Chief Executive for the purpose.

During the succeeding years, this office shall henceforth be included as a department in the government structure and receive its corresponding share in the budget process yearly.

**SECTION 7. - RE-ALIGNMENT OF EXISTING PERSONNEL IN-CHARGE OF SOLID WASTE MANAGEMENT.** - In order to maximize the duties and functions of the newly created items in this ordinance it is desirable to re-align personnel presently working under the General Services Department of the City to this newly created office especially those primarily responsible for the collection, transport and disposal of garbage; the street sweepers as well as those in-charge of cleaning the rivers and canals. The salary grade and wages, however of said personnel shall not be disturbed nor diminished by this re-alignment including their possible salary upgrading to the positions they may occupy in the new office.

The re-alignment mentioned herein above shall be effected only after an executive order of the City Executive has been issued and made effective.

**SECTION 8. - INTERIM OPERATIONS.** - Considering that the office herein of ENRO shall operate on its regular budget at the start of FISCAL YEAR 1998, if approved before such date, an interim office shall start to function to be assumed by temporarily designated personnel to be determined by the City Mayor. Such maybe drawn from the Ecological Waste Management Task Force under Executive Order No. 97-001 who shall serve without remuneration or additional compensation. Upon formal assumption of the personnel appointed to the ENRO, the interim appointees shall relinquish their task in favor of the regular ENRO.

Appointment to the newly created items, for purposes of expediency and economy maybe drawn from existing city personnel of any department or section, who maybe upgraded upon recommendation of the Human Resource Development Chief and approval by the City Mayor.

**SECTION 9. - SEPARABILITY CLAUSE.** - In the event that any provision of this ordinance or parts thereof is declared unconstitutional, the other parts not so affected, shall remain in full force and effect.

**SECTION 10. - REPEALING CLAUSE.** - All ordinances, rules and regulations, or parts thereof whose provisions are in conflict with or contrary to the provisions of this ordinance, are hereby repealed, amended, or modified accordingly.

**SECTION 11. – EFFECTIVITY.** - This ordinance shall take effect immediately upon its approval.

**ENACTED:** December 3, 1997.

**WE HEREBY CERTIFY** to the correctness of the foregoing ordinance.

**J ANTONIO A. AMPARADO**



City Secretary

**LOURDES V. ASENCE**  
Vice Mayor & Presiding Officer

APPROVED:

**JESSE M. ROBREDO**  
City Mayor