

[ EXECUTIVE ORDER NO. 257, July 05, 1957 ]

**PROVIDING FOR THE IMPLEMENTING DETAILS FOR  
REORGANIZATION PLAN NO. 77 RELATIVE TO THE FOREST  
PRODUCTS RESEARCH INSTITUTE**

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plan No. 77 which relate to the Forest Products Research Institute are hereby promulgated to govern the organization, powers, duties, and functions of said entity:

ORGANIZATION OF THE FOREST PRODUCTS RESEARCH INSTITUTE

SECTION 1. The organization, functions, and operation of the Forest Products Research Institute, hereinafter referred to as the "Institute," shall be in accordance with the provisions of Reorganization Plan No. 77, hereinafter referred to as the "Plan," and these Implementing Details.

SEC. 2. The organization of the Institute, as graphically depicted in the following organization chart, shall consist of the Forest Products Research Board; the Office of the Director which shall consist of the Director and the Assistant Director; and five divisions, namely: Administrative Services Division, Industrial Investigations Division, Wood Technology Division, Chemical Investigations Division, and Wood Preservation Division, with their subordinate sections and Units.

Organization Chart  
FOREST PRODUCTS RESEARCH INSTITUTE  
FUNCTIONAL STATEMENTS OF THE FOREST PRODUCTS RESEARCH INSTITUTE

*Functions of the Forest Products Research Board*

SEC 3. The functions, powers, duties, and responsibilities of the Board shall consist of, but not be limited to, those specifically enumerated under section 13 of the Plan.

*Functions of the Institute*

SEC. 4. In addition to the functions, powers, duties, and responsibilities of the Institute as specifically enumerated under section 4 of the Plan, it shall have those functions which are transferred to it from the Forest Products Laboratory and Forest Products Research Section, Forest investigation Division of the Bureau of Forestry which can be interpreted to include, but not be limited to, the following:

- a. study, compare, and determine the strength properties and

- characteristics of different species of wood for the purpose of determining their usefulness as raw materials;
- b. develop new industries or improve old ones so that wood may carry its full share in the industrialization, of the country;
  - c. make wood products serve the users better through increased durability and suitability;
  - d. conduct studies to distinguish one wood from another and analyze their structural characteristics;
  - e. study the best methods of producing plywood and glued products and find the suitability of the different species for the manufacture of pulp, paper, wallboard, and similar products;
  - f. conduct natural and artificial seasoning of the different species of wood for industrial use;
  - g. study the uses of minor products of the forest, such as rattan, resin, extractives, and others with a view to develop or improve industries based on them;
  - h. study the durability and treatability of different Philippine woods and search for preservatives and methods of treatment that will protect them from fungus and insect pests; and
  - i. effectuate such other investigations as will make research a sustaining element in the general objectives of promoting the integration of forest industries.

*Functions of the Office of the Director*

SEC. 5. The functions, powers, duties, and responsibilities of the Director or the Assistant Director in the former's absence or temporary inability to perform office functions, and upon proper designation, shall consist of, but not be limited to, those specifically provided under section 14 of the Plan. In addition, the Assistant Director shall advise and assist the Director in the development of policies, financial programs, and research programs, in conducting the business and research activities of the Institute, in attending meetings and conferences, and shall undertake such other responsibilities and functions as the Director may delegate.

*Functions of the Administrative Services Division*

SEC. 6. The Administrative Services Division shall, among others, provide housekeeping and auxiliary services needed by the various divisions and sections of the Institute, including personnel administration, budgets, internal audits, fiscal management and disbursement, procurement, installation, records and maintenance, organization and methods analysis, liaison and information services, reference and library services, and common office services. It shall also provide such secretarial, clerical, and other auxiliary services as may be needed by the Board, including keeping of minutes of Board meetings.

SEC. 7. The Administrative Services Division shall have five sections and Liaison Unit in Manila, with specific duties and responsibilities as follows:

- a. The Personnel Section shall have the following functions, among others:

- (1) initiate and maintain a personnel program consistent with existing civil service and other personnel laws, rules, and

regulations, which includes training of personnel, analysis of positions and qualifications, setting standards for selective recruitment, appointments, transfers, and related work;

(2) process such papers as appointments, promotions, reinstatements, requests for leave of absence, personnel investigations and disciplinary actions, and other personnel transactions which need action by the Director;

(3) keep and maintain current personnel records and a plantilla of personnel for the Institute; and

(4) carry on a vigorous and continuous campaign to promote the safety and health of employees, avoid possible hazards in the operation of the apparatus and equipment and other activities of the Institute, and develop safety consciousness in employees.

b. The Budget and Finance Section shall have the following functions, among others:

(1) prepare, review, and consolidate budget estimates with justification data for budget requests, and submit the same to proper authorities;

(2) pass or availability of funds for purchasing equipment and supplies and for other expenditures, and prepare vouchers and checks covering payments therefor;

(3) control expenditures in accordance with budgetary allotments;

(4) handle receipt and disbursement activities, the preparation of payrolls and payment of salaries of employees, and report collections, deposits, and disbursements as required by accounting and auditing rules and regulations; and

(5) maintain adequate records of budget, financial, contractual, and business activities and obligations of the Institute.

c. The Engineer and Shops Section shall have the following functions, among others:

(1) perform plant construction, installation, repair and maintenance, or supervise the performance of the same by contractors;

(2) operate the Institute's sawmills and shops and the mechanical and electrical equipment for general service, not assigned to some other division or section;

(3) make plans for plant layout and construction, and study the more efficient operation of plant machinery and equipment; and

(4) operate the Institute's motor pool.

d. The General Services Section shall have the following functions, among others:

(1) procure, keep and maintain the Institute's property, supplies, and equipment, and dispose of, under strict regulations, property that has become worn out obsolete, or useless;

(2) maintain adequate records of supplies and equipment received and issued to entities and officials of the Institute and keep current inventories of property, supplies, and equipment;

(3) handle purchase requisitions and make purchases for the entities and officials of the Institute;

(4) supervise use and maintenance of office equipment and property;

(5) keep and maintain records, reports, and documents not specifically assigned to other sections of the Division or other Divisions;

(6) maintain and manage the janitorial, messengerial, clerical, security, and other facilitating services;

(7) provide for the maintenance of buildings and grounds;

(8) develop and maintain currently a manual or manuals of rules, regulations, policies, and standard operating procedures of the Institute with instructions for their use with assistance from other sections and divisions; and

(9) receive, sort, distribute, dispatch, and record incoming and outgoing mail, correspondence, and other written communications.

e. The Publications and Information Section shall have the following functions, among others:

(1) prepare informational material for press release and publication purposes submitted by any of the divisions and units of the organization;

(2) facilitate the exchange of technical information on forestry and forest products between the Institute and the Bureau of Forestry, with industry and the general public;

(3) handle publication and public relations activities of the Institute;

(4) maintain liaison with entities of the government concerned with the dissemination of informational and educational materials to the public; and

(5) maintain and administer the technical reference library of the Institute.

f. The Manila Liaison Unit shall be located in the Bureau of Forestry and have the following functions, among others:

(1) serve as a government liaison and local industry contact office;

(2) attend to local procurement of supplies and equipment in accordance with delegated authority; and

(3) provide information to the public, as requested locally.

SEC. 9. The functions, powers duties, and responsibilities of the Industrial Investigations Division shall include, among others, investigations on the mechanical properties of wood, comparison of behavior of different species under various woodworking operations, recommendations as to uses for which different species are suited, and assistance to manufacturers in selecting suitable wood.

SEC. 10. The Industrial Investigations Division shall have two sections, with specific duties and responsibilities as follows:

a. The Mechanical Properties Section shall have the following functions, among others:

(1) investigate the mechanical properties of different species of wood, including tests on static bending, impact bending, toughness, compression, shear, hardness and other mechanical properties as needed;

(2) investigate the strength of nailed, bolted, and similar joints used in timber structures to compare their effectiveness and usefulness under different conditions; and

(3) investigate the strength of structural elements of timber such as posts, beams, trusses, laminated beams and arches, and similar members to determine their reliability and to assist in their efficient design.

b. The Quality, Evaluation, Machining, and Selection Section shall have the following functions, among others:

(1) compare and evaluate different species of wood with regard to their behavior and response during various processing operations, such as sawing, nailing, planing, sanding, boring, painting, varnishing, and the like;

(2) recommend the uses for which the various species of wood are best suited, according to their specific gravity, individual strength properties, shrinkage, seasoning properties, durability and other characteristics, properties, and behavior;