

DENR ADMINISTRATIVE ORDER
NO. 62

SUBJECT: Prescribing a Standard Monitoring System for All DENR Programs, Projects and Activities.

1.0 *Rationale*

In order to achieve economy, efficiency and effectiveness in carrying out the various tasks in the protection of the environment and the development, management and conservation of our natural resources and, in order to continuously gather and analyze information on the progress of various projects, this monitoring system is hereby prescribed for the guidance of all concerned.

2.0 *Definition of Terms*

2.1 Monitoring is a process of continuously gathering information on the activities and outputs and comparing them with approved schedules, targets and budget.

2.2 Performance Indicators refer to the quantifiable physical outputs resulting from designated activities.

3.0 *Objectives of Monitoring*

3.1 To see that targets are done within the prescribed period of time and within the resources (budget) allocated for it.

3.2 To indicate as early as possible any shortcomings with regard to the delivery of inputs, execution of activities or production of outputs in order that corrective measures can be undertaken on time.

3.3 To record factors which enhance or deter the implementation of projects.

4.0 *Scope*

Monitoring shall cover all activities at all levels of the Department including foreign assisted projects.

5.0 *Stages of Monitoring*

5.1 Identification of expected measurable performance indicators. This is usually done at the start of the year before the preparation of the Department's budget proposal.

- 5.2 Measurement and reporting of actual performance. Periodic reporting of outputs resulting from approved activities shall be made by all operating units.
- 5.3 Field validation of reported accomplishments. Reported outputs shall be inspected and verified in the field by designated officers.

6.0 *Reporting Format*

The prescribed forms for regular reports to be accomplished by the field offices and all concerned shall be as follows:

- 6.1 PPPMO Form No. 1 -- Monthly physical and financial accomplishment report of all sectors and projects
 - Form No. 1 a -- Forest Management Sector
 - 1b -- Lands Management Sector
 - 1c -- Mines and Geo-Sciences Sector
 - 1d -- Environmental Management Sector
 - 1e -- Research & Development Sector
 - 1f -- Foreign-assisted and Special Projects
- 6.2 PO Form No. 1 -- Monthly Report of Confiscations
- 6.3 PO Form No. 2 -- Monthly Report of compliance to Admin. Order No. 20

7.0 *Report Flow*

- 7.1 Cut off date or reports is 25th day of the current month.
- 7.2 CENRO shall consolidate reports of field implementors and project managers using PPPMO Forms No. 1 (a-f) and PO Forms No. 1 and No. 2. These reports shall be submitted to reach the PENRO not later than the 27th day of the current month, furnishing the Regional Office a copy.
- 7.3 PENRO accomplishments shall be submitted to reach the regional office not later than the 30th day of the month. PENRO shall also compile accomplishments by congressional district for submission to the Regional Office at the end of the year.

- 7.4 In the case of foreign-assisted projects and special projects, which are not under the administrative jurisdiction of the CENRO or the PENRO, monthly accomplishment reports using PPPMO Form No. 1-f shall be submitted to reach the Regional Office not later than the 30th of the month.
- 7.5 Regional Reports shall be submitted to reach the PPSO not later than the 10th day of the ensuing month. Accomplishments by congressional district shall be submitted by the Regional Office to PPSO in their year end report.
- 7.6 Sectoral bureaus and attached agencies shall submit accomplishment reports using PPPMO Form No. 1 to reach concerned USEC and the Secretary's Office not later than the 10th of the following month, furnishing the PPSO a copy.
- 7.7 PPSO shall consolidate and analyze regional, bureau and attached agencies reports and submit to the Secretary a summarized report not later than the 15th day of the ensuing month, furnishing the USECs, ASECs, sectoral bureaus and attached agencies copies of the report.

8.0 *Responsibilities*

The Planning, Programming and Project Management Office (PPPMO), particularly the Planning and Policy Studies Office (PPSO), shall be the central repository of monitoring reports of all programs and projects implemented by the Department. It shall establish a data base where all monitoring reports of other operating units of the Department shall be analyzed and consolidated.

The sectoral Bureaus shall be responsible for the validation of reported regional accomplishments. Regional reports shall be validated at least annually. Validation of the previous year's accomplishments shall be undertaken not later than the 1st quarter of the ensuing year.

9.0 *Effectivity*

All provisions of this Order shall take effect immediately upon approval. Failure to comply shall constitute grave misconduct and insubordination and therefore, a ground for suspension.

Recommended By:

CELSO R. ROQUE
Acting Secretary

RICARDO M. UMALI
Undersecretary for Planning, Policy and
Project Management

Signed on July 7, 1989