

MEMORANDUM CIRCULAR  
No. 23

SUBJECT: **Components, Targets/Outputs, Structures and Roles of Implementors of the National Reforestation Program (NFP).**

In the interest of the service and pursuant to the **goals and objectives** of the National Forestation Program, the **Components of the Program, Targets/Outputs, Structures and the Roles of the Implementation of the NFP** are hereby established.

I. **THE NFP COMPONENTS AND CORRESPONDING TARGETS/OUTPUTS**

The NFP consists of the following components, **targets and outputs** for the period covering 1988-1992:

<b>COMPONENTS</b>	<b>TARGETS/OUTPUTS</b>
A. <i>Policy Reforms</i>	Timely & full compliance with the ADB/OECF Forestry Sector Loan conditionalities as well as those conditionalities which other funding sources (loan or grants) for NFP-related projects may prescribe.
B. <i>Investments</i>	
1. Forestation Program	
a. Contract Awards	180,000 HAS. (Contracted)
b. Actual forestation to be accomplished by private sector contractors.	Minimum 95,000 HAS (Planted)
c. Forestation Program to be carried out by DENR under its traditional system.	Maximum 65,000 HAS. (Planted)

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|----|---|---|
| d. | Forestation to be accomplished by other national and local government agencies (contract and force account together). | 115,000 HAS. (Planted)  |
| 2. | Forestation by Private Sector (ITP, Tree Farms, TLA).   | 83,000 HAS. (Planted)   |
| 3. | Rehabilitation of Major Watershed Areas*  | 50,000 HAS. (Treated)   |
| 4. | Timber Stand Improvement and Enrichment Planting  | 80,000 HAS.   |
| 5. | Implementation of ISFP Projects   |   |
|    | Rehabilitation of settler families  | 120,000 families involving an area of 180,000 ha. forest plantations and agro-forestry farming. |

**C. Support Services**

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|----|---------------------------------|--|
| 1. | Infrastructure                  | Access roads, trails and vertical structures   |
| 2. | Planning                        | Forestry Plans, Investment Programs and Work Programs (National, Regional, Provincial District & Project -- including watershed) |
| 3. | Community Organizing            | Organized Communities and NGO Participation in the NFP   |
| 4. | Monitoring & Evaluation (M & E) | PICOP M & E System Installed and NGO verification scheme arranged  |
| 5. | ADB Technical Assistance Grants | 5 studies completed  |

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\* Actual surface area treated by rehabilitation works (vegetative & structural)

- Master Plan Study
  - Selection, Appraisal, Monitoring System
  - Rattan Plantations
  - Rationalization of Wood Based Industries
  - Industrial Tree Plantation Scheme
6. Other Technical Assistance      **Trainings, project Preparation, etc.**
  7. Research      **Research agenda & projects**
  8. Development Communication      **Communication Plan, NFP Bulletin, Slide/Video Tape Presentations, Primers, Manuals, Billboards**
  9. Mapping      **Control maps, Project maps, Planning maps, etc.**
  10. Coordination of Oversight Agencies      **Smooth budget releases, prompt disbursements and procurement, the issuance of an NFP project COA-DENR Circular**
  11. Loan Utilization      **2nd tranche released on schedule, 100% Loan Proceeds Utilization**
  12. Financial Services      **Provincial accounting system set up and operationalize fund allotment to field offices**

## II. THE NFP BOARD

In order to manage and provide overall direction to the National Forestation Program, the NFP Advisory Board is hereby created.

### 1. Members:

- a. Sec. Fulgencio S. Factoran, Jr.      – Chairman
- b. USEC Victor O. Ramos      – Member
- c. USEC Ricardo M. Umali      – Member
- d. USEC Celso R. Roque      – Member

- e. USEC Lito Monico Lorenzana – Member
- f. Mr. Evaristo Narvaez, Jr. – Member
- g. Dir. Cirilo B. Serna – Member

2. **Functions:**

The Board shall be the highest policy making body of the NFP. It shall issue the necessary guidelines and policy issuances for the NFP as well as approve the annual targets and budgets.

**III. THE NFP STEERING COMMITTEE**

To assist the NFP Board, the NFP Steering Committee is hereby created.

1. **Members:** The following are designated as members of the committee.

- a. Dir. Ebert T. Bautista (SCO) – Chairman
- b. Representative of the NFP Sub-Cabinet Secretariat – Member
- c. Representative of USEC For Field Operations – Member
- d. ASEC Bernardo Agaloos/Raoul Geollegue (ISF) – Member
- e. ASEC Rolando L. Metin (Finance and Administration) – Member
- f. Representative of the ASEC for PPSO – Member
- g. Representative of the ASEC for FASPO – Member
- h. Asst. Dir. Mariano T. Machacon (SCO) – Member
- i. Dir. Carlos Tomboc (ERDB) – Member
- j. Dir. Ricardo Serrano (PAO) – Member
- k. OIC Dir. Samuel Penafiel (PAWB) – Member
- l. Romeo T. Acosta (FMB) – Member
- m. Virgilio Basa (NAMRIA) – Member
- n. Patrick Dugan (Senior Consultant) – Member

2. **Functions:** The following are the functions of the **Committee:**
- a. **Recommend to the NFP Board the issuance of Department Administrative Orders, Memorandum Circulars, Special Orders and other similar issuances needed in the implementation of the NFP, such as:**
    - planning guidelines
    - contracting guidelines
    - cost guidelines
    - technical guidelines
  - b. **Recommend to the Board the NFP Annual Work Program, Targets and Budgets.**
  - c. **Recommend to the Board the problems and corresponding corrective actions to be made.**
  - d. **Keep the Board informed on the status of the NFP.**

#### **IV. THE NATIONAL PROJECT COORDINATING OFFICE (NPCO)**

The NPCO which was created by virtue of S.O. no. 239, s. 89, is hereby designated as the NFP Secretariat. It shall provide the necessary technical and administrative support to the NFP Board, the Steering Committee and the Sub-Cabinet Committee. The NPCO is hereby placed under the supervision of the **Chairman of the NFP Steering Committee** to be assisted by the **Senior Consultant**. A comprehensive organization chart is attached as **Annex A of this Order**.

#### **V. ASSIGNED ROLES IN THE NFP**

The following units in **DENR** shall be responsible for the achievement of targets and outputs of the **NFP Components:**

1. **NATIONAL PROJECT COORDINATING OFFICE (NPCO)**

NPCO shall be responsible for the following:

  - a. **The macro planning of the NFP.**
  - b. **The macro Monitoring and Evaluation of the NFP.**

- c. Provide planning guidelines to the Field Operations units of DENR in coordination with PPSO.
- d. Provide necessary information needed for technical studies/technical assistance.
- e. Analyze and evaluate the progress of project implementation with respect to operational targets, planning and scheduling under each component.
- f. Monitor and review the progress of agreements with other government agencies and formulate recommendations for more effective implementation of the project.
- g. Coordinate the preparation of the annual budgetary requirements of the NFP components for approval of the NFP Board and Steering Committee prior to submission to DBM (thru FASPO).
- h. Monitor and evaluate NFP expenditures.
- i. Monitor timely disbursement of funds allocated to the regions and disbursement of funds retained at the Central Office in coordination with concerned officer.
- j. Initiate the processing of vouchers for payment involving funds retained at Central Office.
- k. Provide MIS, technical, administrative and clerical support to the NFP.
- l. Such other functions that may be assigned by the Chairman of the NFP Steering Committee.

**2. USEC PPPMO/ASEC/FASPO/ASEC MANAGEMENT SERVICES**

The USEC for PPMO through the ASEC for FASPO and in coordination with the ASEC for Management Services, shall be responsible for the accomplishment of the following:

- a. The timely and 100% compliance of conditionalities of other foreign assistance to NFP related projects.
- b. The integration and submission of budgetary requests of foreign-assisted programs and projects of the NFP to DBM.
- c. Coordinating the releases of loan and grant proceeds to the GOP and DENR.

- d. The integrated reporting of loans and grants utilization to the corresponding foreign sources and oversight agencies of government.
- e. The coordination and support of the five ADB Technical Assistance Grants.
- f. The management of consultants and other technical assistance related to the NFP.
- g. Coordinating at the national level the line agencies and local government units involved in the NFP through the NFP Sub-Cabinet Committee, which was created under S.O. 124, Series of 1989 in coordination with the NPCO.

### **3. USEC for Field Operations**

- 1. The USEC for Field Operations, through the AREA ASECs REDs, PENROs and CENROs shall be responsible for implementing and achieving the targets of the Investment (Component of the NFP as enumerated under Sections I-B (1-5) of this Special Order.
- 2. As a matter of priority, the Field Operation units shall apply the following principles in the pursuance of its responsibilities under Section V-3 1 (above).
  - a. Involve as much as possible corporations, community organizations, families, tribes and NGOs through contractual arrangements. However, in awarding of contracts, such contracts must promote maximum participation of forest occupants either as direct contractors with DENR or as sub-contractors to corporate, community, tribal, NGO, Line Agencies, Local Government Unit contractors.
  - b. Involve as much as possible other agencies of government, especially those who have jurisdiction over critical watersheds, and the local government units, especially those with proven managerial capabilities, through Memoranda of Agreement (MOA).
  - c. Democratize access to natural resources to forest occupants through the promotion of:
    - 1) Community, family, tribal contract reforestation for tree plantations
    - 2) ISF
    - 3) Community, family, tribal watershed rehabilitation activities contracts

- 4) Community, family, tribal TSI contracts
- 5) Community, family, tribal ANR contracts
- 6) Community, family tribal Mangrove/Rattan/Bamboo refo contracts

3. In addition, Field Operations shall be responsible for the infrastructure component of the NFP such as access roads and lookout towers. As a matter of principle, such shall be implemented using labor intensive technology and hiring of forest occupants.

4. Field Operations shall be responsible for seeing to the formulation of Forestation & Watershed Rehabilitation Plans, investment programs and work programs at the regional, provincial and community levels as well as the project preparation of specific NFP projects. Such shall be formulated under the guidance of and in coordination with PPSO and NPCO.

5. The PICOP M & E System shall be operated by the Field Operations Office once installed. However, the verification scheme using independent organizations such as NGOs will also have to be arranged by Field Operations to complement the M & E System.

6. **Special Assignments:**

- a. Under the principle enumerated in Section V 3 (2), it is apparent that community organizing is an important support component for NFP Investments. Community Organization shall involve trainings focusing on dissemination of appropriate technology on community forest operations such as plantation management, management of the natural resources, TSI, harvesting of small-diameter plantations timber.
- b. The ISF also deserves special attention not only because of the principles under Section V-3 (2) of this Order but also because it is an important component of the CARP. For this purpose, an Assistant Secretary has been designated as responsible for the DENR ISF Program. He is also designated as co-chairman of the NFP Sub-Cabinet Committee for ISF matters as enunciated under the MOA signed by the members of the Sub-Cabinet Committee.
- c. The Investment Components of the NFP also need technical guidance for the field units of DENR. Thus, the following NFP Task Forces were created:
  - 1) Task Force on TSI
  - 2) Task Force on ITP
  - 3) Task Force on Seedlings
  - 4) Task Force on Rattan, Mangrove and ANR



- 5) Task Force on Watershed
- 6) Task Force on M & E

The functions of the above Task Forces and their members are detailed under their respective Special Orders.

7. The CENROs are encouraged to integrate the management of NFP implementation under one team.

8. Field Operations units are further encouraged to cluster the various NFP component projects in one or more general areas for easier management. The use of watersheds or micro-watersheds as the clustering framework (e.g. 1,000 has. refo site) is recommended because it also maximizes environmental impact.

9. Each level of Field Operations must have only *one person* assigned for the NFP Data Bank and shall coordinate with the NPCO.

#### **4. Ecosystems Research and Development Bureau (ERDB)**

The ERDB, in coordination with the Philippine Council for Agriculture Resource Research and Development (PCARRD) and the REDs will be responsible for the formulation of a short-term (1990-1992) and long-term (post 1992) Research Agenda on Forestry. Such agenda shall be translated into various research projects that give a bias towards community-based research.

#### **5. Public Affairs Office (PAO)**

The PAO, in coordination with the NPCO and regional information officers of DENR, shall be responsible for the smooth implementation of the Development Communications Component of NFP.

#### **6. National Mapping and Resource Information Authority (NAMRIA)**

NAMRIA shall be responsible for the cartographic, remote sensing, Geo-information Systems (GIS), and survey requirements of the NFP.

#### **7. Management Services**

Management Services shall be responsible for:

1. Coordinating with DBM & COA to ensure speedy disbursements and procurement under the NFP.
2. Supervising financial and budget management at field level for

smooth disbursements and procurement under the NFP budget and attain 100% funds utilization as well as prompt financial reporting.

This Order shall take effect immediately and revokes all Orders, Memoranda, etc. which are inconsistent herewith.

FULGENCIO S. FACTORAN, JR.  
Secretary

Signed on November 20, 1989