

Memorandum Circular
No. 9
April 18, 1990

**SUBJECT Guidelines and Procedures in the Appraisal,
Screening and Approval of OSEC Locally-
Funded Special Projects**

In line with the creation of the Project Deliberation Board and Screening Group as per Special Order Nos. 704 and 1130, appraisal, screening and approval of project proposals submitted for consideration under locally-funded special projects of the Office of the Secretary are hereby promulgated.

A. General Procedure for the Screening and Approval of Project Proposals

1. Division/Unit in the Bureaus/Attached Agencies, Offices of Assistant Secretaries, Regional Offices/PENROs/ CENROs prepares project proposal using NEDA Form No. 101 and submits it to the concerned Head of Office, e.g., Regional Executive Director, Bureau Director, Head of Attached Agency, or Assistant Secretary.
2. The concerned Head of Office reviews and endorses proposal to the Office of the Undersecretary for Policy, Planning and Project Management.
3. The Undersecretary for PPMO refers project proposal for local funding to the local funding to the Special Projects Division for preliminary evaluation.
4. The Screening Group review the preliminary evaluation made by the Special Projects Division using FASPO-SPD Form No. 1 and endorses its recommendations to the Project Deliberation Board.
5. The Project Deliberation Board makes a final review and decision on the project proposal.
6. All projects approved by the PDB for local funding shall be programmed/scheduled by the Special Projects Division based on availability of funds. On the other hand, projects recommended for foreign assistance shall be endorsed to the Project Packaging and Evaluation Service for packaging, while those recommended for regular funding shall be endorsed to the Planning Service.

7. Project proponents and their respective endorsers shall be informed of the decision of the Project Deliberation Board regarding their proposals for appropriate action.

B. Criteria/guidelines for the appraisal, selection or prioritization of OSEC Special Projects.

1. Definition

Special Projects refer to locally-funded projects under the management of the Office of the Secretary which are intended to support and/or augment the efforts of the Bureaus, Regional Offices and Attached Agencies in environmental protection and the conservation, development and utilization of natural resources. They are relatively short term projects with a duration of not more than three (3) years, usually pilot in nature, and which respond to the immediate concerns or issues in the sector.

2. General Criteria

2.1 The project must conform with the Department's thrusts, concerns and objectives and fall under any of the following types of projects:

- a) development of concepts of technology and management which promote sustainable development of resources based on the Philippine Strategy for Sustainable Development (PSSD).
- b) promotion of family-based/community-based pilot projects for the upliftment of the socio-economic conditions and status of upland dwellers, small-scale miners, and other natural resources dependent communities;
- c) development of effective environmental management schemes, information generation and dissemination systems, and rationalization and development of natural resources based industries;
- d) development of management strategies for improving efficiency, capability and integrity of public servants;
- e) policy studies which address critical problems in relation to the environment and natural resources sector that need immediate action and attention; and
- f) promotion and/or improvement of inter-agency linkages, participation or involvement towards the attainment of a common (national) goal.

- 2.2 The implementing organization must have in place an effective management structure, staff and procedures which can efficiently utilize resources to achieve project objectives.
- 2.3 If the proposed project will be implemented through inter-agency approach, linkages and roles of other agencies should be well defined and stipulated in the plan to maximize utilization of resources.
- 2.4 Documentation or preparation of brochure/manual on the technology, methodology, approach, scheme, or proposed policy generated from the project should be included in the project plan for information dissemination purposes.
- 2.5 The project must not be a duplication of or similar to any on-going or pipeline projects, whether regular or special, in terms of area coverage, project personnel, activities and a certification to this effect must be provided by the endorsing official.
- 2.6 The project duration must not be more than three (3) years, except in meritorious cases as determined by the Project Deliberation Board which may extend up to five (5) years.

3. Priority Activities

3.1 Type of Project

The nature of the project should preferably be applied research, policy study/research, or community-based projects.

3.2 Coverage/Scope

The project should preferably be inter-agency, inter-regional or national in scope. Thus, projects which do not have linkage with other regions or cannot be replicated elsewhere (i.e., peculiar to a particular region or province) should be a special activity of the concerned region.

3.3 For Applied Research

- a) involves generation, validation/verification and pilot testing of new technology and is pioneering in a particular region.
- b) it has potential for replication of research results and feasibility studies in other areas, i.e., technologies are adaptable;
- c) target group/clientele are identified, research results are socially, financially and technical viable or beneficial to target clientele based on the survey and gathering of preliminary information about the proposed clientele.

3.4 For Policy Studies

- a) activities focus on human resources development and institutional strengthening for an efficient and capable public service;
- b) activities address critical problems in relation to the environment natural resources sector which need immediate attention;
- c) activities are multi-sectoral in nature, requiring inter-agency linkages;
- d) activities involve review of existing policies, laws and regulations relevant to environment and natural resources;

3.5 For community-based developmental projects

- a) the project is socially acceptable, financially and technically viable, and involves relatively low per capita investment;
- b) promotes community participation in project planning and implementation;
- c) it is site-specific and/or commodity specific and caters to a demonstrated need of a large number of beneficiaries/target group;
- d) has capability to organize and/or tap other operating structures (such as accredited NGOs, POs) in project management and development;
- e) shows potential for continuation and expansion of project activities even after termination of assistance.

The Board is hereby authorized to issue additional guidelines and criteria in assessing and appraising projects proposed for locally-funded special projects.

This Circular takes effect immediately and shall remain enforced until revoked in writing.

FULGENCIO G. FACTORAN, JR.
Secretary

RECOMMENDING APPROVAL:

RICARDO M. UMALI
Undersecretary for Policy
Planning and Project Management
and Chairman
Project Deliberation Board

NOTE: FASPO-SPD Form No. 1 omitted