

**Memorandum Circular
No. 11
August 28, 1991**

SUBJECT: Guidelines in the Monitoring, Evaluation and Reporting on the Establishment and Maintenance of Seed Production Areas (SPAs)

As an initial step to improve the country's local sources of forest tree seeds, the DENR purchased seeds of some exotic and indigenous species of known provenances for the purpose of conducting species trials and establishing Seed Production Areas (SPAs). To ensure that the activities being undertaken relative to the establishment of these SPAs are properly documented, monitored, and evaluated, the following guidelines are hereby issued for the information and guidance of all concerned. For uniformity and consistency in reporting, these guidelines shall supersede instructions issued earlier on the matter, particularly Section A.3 of Memorandum Circular No. 6 dated April 3, 1990 and Section B.3 of Memorandum Circular No. 21 dated September 10, 1990.

A. Project Implementation Phase

In the reporting, monitoring and evaluation of all seed production areas, the narrative report must be accompanied by tabulated data and information using the attached forms (SPA Forms 1, 2, 3, 4 & 5)

A.1 Monitoring/Evaluation

1. The PENRO/CENRO conducts monthly monitoring and evaluation of the project
2. The Regional Seed Task Force (RSTF) conducts quarterly monitoring and evaluation
3. The National Seed Task Force/Project Management Staff (NSTF/PMS) conducts semi-annual monitoring and evaluation or as the need arises.

A.2 Reporting

1. The PENRO/CENRO submits monthly report to the RSTF and NSTF using SPA Forms 1, 2, 3, 4 & 5. Such report must also include the financial status of the project, and the

problems, if any, encountered during the implementation. Possible solutions, suggestions or recommendations to solve the problems should likewise be presented.

2. The RSTF evaluates the monthly report. It is also the RSTF's responsibility to review the results of the field evaluation and to forward reports, comments and recommendations to the NSTF.
3. The NSTF takes actions on comments and recommendations of the RSTF and submits semi-annual report to the Field Operations Office (FOO) and annual report to OSEC.

A.3 Documentation/Review

1. The PENRO/CENRO documents the progress of the project.
2. The RSTF and NSTF conduct semi-annual and annual in-house review, respectively.

B. Project Completion Phase

1. The PENRO/CENRO prepares the terminal report and submits same to the RSTF and NSTF. The PENRO/CENRO, likewise, submits documentation to RSTF for editing, publication and dissemination to end users at all levels.
2. The RSTF reviews the terminal report and verifies actual accomplishment, forwards recommendation for possible publication, or recommends extension or expansion of the project.
3. The NSTF/PMS consolidates reports/recommendations and endorses same to OSEC/FOO.
4. The OSEC/FOO reviews the reports and acts on recommendations of the NSTF.

C. Maintenance Phase

Records of seeds produced by the SPA's shall be carefully maintained by species and their distribution.

VICTOR O. RAMOS
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Operations

Recommending Approval:

CIRILO B. SERNA
Director, Forest Management Bureau

NOTE: Annexes Omitted