

**Administrative Order
No. 52
October 09, 1992**

**SUBJECT : Department Administrative Order No. 120
Series of 1989, Otherwise Known as the
"General Rules and Regulations on the
Participation of Non-Governmental
Organizations in the DENR Programs", as
Amended.**

Consistent with the State's policy of people empowerment and the participation of NGOs in the development process; and pursuant to the Department's mandate of ensuring equitable sharing of the benefits derived from our natural resources, the following rules and regulations on the participation of NGOs in DENR programs are hereby promulgated and amended.

**ARTICLE I
TITLE, POLICY, OBJECTIVES, DEFINITION OF TERMS**

Sec. 1. Title. This Administrative Order shall be known as the "General Rules and Regulations on the Participation of the NGOs in the DENR programs", as amended.

Sec. 2. Basic Policy. The DENR shall encourage and promote the participation of NGOs in natural resources development, conservation, management and protection and the enforcement of laws, rules and regulations for the sustainable development of the country's remaining natural resources for the benefit and enjoyment of the present and future generations of Filipinos.

Sec. 3. Objectives.

1. To provide a system for greater DENR-NGO collaboration
2. To ensure genuine NGO participation in DENR programs
3. To provide a mechanism of accreditation of NGOs which are involved in DENR concerns.

Sec. 4. Definition of Terms

- a. **NGOs** - refer to private, non-profit voluntary organizations that are committed to the task of socio-economic development and established primarily for service. Cooperatives and people's organizations shall be considered as NGOs for purposes of this definition.
- b. **Technical Capability** - refers to the ability in handling environmental and socially-oriented programs using scientifically-based, appropriate technology.
- c. **National DENR-NGO Desk** - a coordinating body between the DENR and the NGOs at the DENR Central Office.
- d. **Regional DENR-NGO Desk** - refers to the regional coordinating bodies between the DENR and the NGOs.
- e. **Integrity** - refers to not having any convictions, pending case or blatant, negative reputation as an organization, whether criminal, civil or administrative, including its Board of Directors, Trustees and key officers.
- f. **Track record** - refers to the actual status of activities/projects undertaken (i.e., advocacy work, project implementation, etc.) by the concerned NGO involving environmental and social issues.
- g. **Accreditation of NGOs** - refers to the process of identifying and screening NGOs for purposes of classifying and categorizing according to area of operation, target clientele, field of expertise and complementarity of programs with that of the DENR.

ARTICLE 2 SCOPE OF PARTICIPATION

Sec. 5. DENR Programs with NGOs Participation

NGOs may participate in some of the DENR programs which are existing and in the pipeline. Typical example is the conduct of Monitoring and Evaluation (M & E) of projects of the National Forestation Program (NFP) by NGOs.

Sec. 6. Areas of Participation

Non-governmental organization involvement in DENR programs shall be classified into the following major activities:

- 6.1 Monitoring and Evaluation
- 6.2 Project Implementation
- 6.3 Planning/Policy Formulation
- 6.4 Information and Education Campaign
- 6.5 Law Enforcement
- 6.6 Community Organizing
- 6.7 Training

Sec. 7. Forms of Assistance

Forms of assistance range from manpower, technical and financial including provisions of materials and equipment depending upon the resources committed by NGOs.

**ARTICLE 3
ACCREDITATION, CLASSIFICATION AND PRIORITIZATION
CRITERIA FOR SELECTION OF NGOs**

Sec. 8. Classification. NGOs can be classified as follows for the purpose of initial reference:

- 8.1 Civic Organization
- 8.2 Academe-based NGOs
- 8.3 Private Foundation
- 8.4 People's Organization
- 8.5 Religious Organization
- 8.6 Alliances/Networks/Federations of NGOs
- 8.7 Development-oriented NGOs
- 8.8 DENR Programs-induced NGOs
- 8.9 Cooperatives
- 8.10 Government- organized NGOs
- 8.11 Consultancy groups
- 8.12 Advocacy groups
- 8.13 Forestry associations
- 8.14 Others

Sec. 9. Accreditation Criteria

In order to select NGOs which can best address the most pressing needs and problems of the masses and which can respond immediately to their needs and aspirations thereby helping them to increase their confidence and self-reliance, the following accreditation criteria are hereby set:

- 9.1 Known to be with integrity and commitment to the environmental and social issues.
- 9.2 Reputable and socially acceptable to the concerned and/or affected community.
- 9.3 Locally-based and with adequate basic resources (i.e., manpower, etc.).
- 9.4 With technical capability or can be trained if there are technical capability gaps.
- 9.5 With proven track record.

Sec. 10. Prioritization Criteria

In case of specific programs where NGOs are willing to participate, priority shall be given to those who are locally based (the POs especially) but are considered as capable and strengthened, which means as having several years of operations, has the capability and the potential to handle environmental and development-oriented programs.

However, in the event that no locally-based NGO is qualified, it is only at this point that capable regional-based and national-based NGOs are to be considered.

In this connection, a representative from concerned NGO Desk shall always sit as a member of the Selection Committee of any DENR programs/projects, either foreign-assisted or otherwise.

ARTICLE 4 ACCREDITATION PROCEDURES

Sec. 11. Who will Accredit?

The National and the respective Regional NGO Desks shall be the main bodies to accredit NGOs. National-based NGOs shall be accredited by the National NGO Desk while Provincial and Regional-based NGOs shall be accredited by the respective Regional NGO Desks. All NGOs shall be accredited only once.

Sec. 12. Procedures

The DENR shall accredit prospective NGOs upon submission of the following documents:

- 12.1 Certificate of good community standing from any two (2) of the following:
 - 12.1.0 Community resolution involving indigenous cultural communities
 - 12.1.1 Local leaders (e.g., mayor, governor)
 - 12.1.2 Head of local religious organizations
 - 12.1.3 Other network organizations accepted by the Desks
- 12.2 Accomplished NGO Data Sheet with Organizational Set-Up
- 12.3 SEC, CDA or DSWD registration
- 12.4 Audited financial statements
- 12.5 Community activities undertaken
- 12.6 Bio-data of key implementing staff

Sec. 13. Duration of Processing

The NGO Desks shall process and evaluate the documents submitted by the NGOs preferably within two (2) weeks from the date of receipt. Notice of accreditation will be sent through mail. The Desks reserve the right to reject applicants who fails to meet the requirements or take back accreditation after due process and for cause.

In addition, processing shall include background verification of NGOs to ascertain their true existence and trustworthiness; and also to validate the documents submitted to the NGO Desk.

Sec. 14. Accreditation's Duration of Effectivity

The effectivity of accreditation shall only be one (1) year after which all accredited NGOs are to apply for reaccreditation again.

Sec. 15. Master List of NGOs

A master list of accredited NGOs will be prepared and will regularly be updated for dissemination in the Regional Offices.

Sec. 16. The Accreditation Procedures

The Accreditation Procedures shall be revised depending on the experiences and lessons in the continuing DENR-NGO Desk activity.

Sec. 17. Sanction

NGOs who misrepresent data shall be included in the black list which shall be regularly disseminated to the Regional Offices.

Sec. 18. Effectivity. This Order takes effect immediately.

ANGEL C. ALCALA
Secretary

RECOMMENDING APPROVAL:

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