

Memorandum Circular
No. 05
May 20, 1992

SUBJECT **Regulations in the Identification,
Documentation and Packaging of Upland
Livelihood Enterprises**

Pursuant to the provisions of Department Administrative Order No. 04, Series of 1991 to provide assistance to Integrated Social Forestry (ISF) Program beneficiaries in the development of upland livelihood projects, the following activities and procedures in the identification, documentation and packaging of Upland Livelihood Enterprises (ULE) are hereby promulgated for the information, guidance and compliance of all concerned:

Sec. 1. Objectives.

- 1.1 To obtain a list of all existing upland livelihood enterprises within ISF project areas.
- 1.2 To identify and prioritize feasible upland livelihood enterprises for future expansion, dissemination and possible replication to suitable areas.
- 1.3 To come up with updated data on ULE for use in policy formulation and planning.

Sec. 2. Definition of Terms. For the purpose of this Circular, the following terms shall be defined as follows:

- 2.1 ***Upland Livelihood Enterprises (ULE)*** - are income generating activities managed by the Integrated Social Forestry participants within ISF communities.
- 2.2 ***Identification*** - refers to the listing of ULE per ISF project to include information such as location, type of ULE and its products and the number of participants.
- 2.3 ***Documentation*** - written representation of information on the ULE history, processes of activities including technical, administrative and marketing aspects as well as the needs and constraints in its implementation.
- 2.4 ***Packaging*** - Preparation of a concise and simple narrative report containing all the documented information under 2.3 of the selected ULEs. This packaged

report shall serve as a guide for possible expansion or establishment in other areas.

Sec. 3. Scope. All existing upland livelihood enterprises within ISF project areas shall be identified and studied for documentation and possible packaging.

Sec. 4. Activities.

4.1 Inventory of existing upland livelihood enterprises (ULE)

The Community Development Assistant shall:

- 4.1.1 Identify all existing ULEs implemented by ISF participants within his area of responsibility. The CDA shall encourage participants with similar ULEs to form into sub-groups and pool their resources to enhance cooperation.
- 4.1.2 Submit a list of identified ULE in every ISF Project to the Community Development Officer copy furnished the Interim Social Forestry Division (Region) and the Social Forestry Division, Central Office.

4.2 Prioritization and selection of existing upland livelihood enterprises for documentation purposes.

- 4.2.1 The Community Development Officer (COO) shall study the list of ULE and recommend to the CENRO, which ULE are to be prioritized for documentation based on the following criteria:
 - a) Availability of Markets
 - b) Increasing demand trend for the products
 - c) Availability and sustainability of raw materials
 - d) Simple and easy to manage
 - e) Profitability of the enterprises
- 4.2.2 Based from the prioritized ULE submitted by different CENROs of the region, the RED shall select which feasible ULE will be documented, copy furnish the Director of Forest Management Bureau.

4.3 Documentation - After proper selection by the RED, he shall instruct the following:

- 4.3.1 Community Development Assistant to:

4.3.1.1 Conduct field visitation and gather data on the selected ULE in coordination with the program participants who are implementing the ULE using the standard format on Annex A, B, and C.

4.3.1.2 Document the data gathered and prepare a narrative report.

4.3.2 The Community Development Officer shall review the narrative reports before submitting to RED who shall then select the documented ULE for packaging.

4.4 Evaluation

4.4.1 The ISFD, Regional Office shall conduct field verification and evaluation of the submitted narrative reports taking note of the adoptability and operational constraints of the documented ULE in coordination with the concerned CENRO, CDO, CDA and participants.

4.4.2 Based from their findings, the evaluators shall identify documented ULE for packaging. They shall recommend to the Regional Executive Director the selected ULE for packaging.

4.5 Packaging

4.5.1 The ISFD in the Region shall be responsible in packaging the documented upland livelihood enterprises and practices for dissemination to appropriate areas.

4.5.2 Copies of packaged ULE shall be submitted/ distributed to the Director, FMB, PENRO, CENRO and ISF association concerned.

Sec. 5. This Order shall take effect immediately.

VICTOR O. RAMOS
Undersecretary for Field
Operations