

DENR Administrative Order
No. 97-19
May 9, 1997

SUBJECT : Guidelines for the Regionalization and Institutionalization of Foreign-Assisted and Special Projects to DENR Regular Offices

In support of the government's thrust towards decentralization of governance to hasten the goal of people empowerment and regional development and to ensure efficiency and sustainability of foreign-assisted and locally-funded special projects, the following guidelines specified hereunder for the regionalization and institutionalization of foreign-assisted and special projects are hereby issued for implementation:

I. ROLES/FUNCTIONS OF THE VARIOUS OFFICES

A. ON PROJECT PREPARATION AND PACKAGING

A.1 Role of FASPO

1. Provides guidelines in the design and preparation of project proposals;
2. Serves as clearing house for all project proposals, as follows:
 - screens/evaluates proposals
 - prioritizes projects
 - re-packages proposals coming from regional offices/bureaus per requirements of funding institutions
 - endorses projects to NEDA

3. Prepares/packages project proposals at its own initiative in consultation with affected regions/offices of the Department;
4. Identifies funding sources for project proposals;
5. Coordinates/participates in project preparation studies (PPS) and preparation of proposals;
6. Determines Priority Activity (PA) Programs/projects to be included in the Priority Sub-sector Activity/Program Investment List (PSA/PIL) in coordination with Planning Service;
7. Initiates and maintains link with international organizations, donor/funding agencies and other national agencies;
8. Coordinates the conduct of project identification and project fact-finding missions of donor agencies/international organizations;
9. Reviews and assesses design of financial systems if these are consistent with the existing systems to avoid multiplicity;
10. Convenes the FASPs Coordinating Boards (for review and prioritization of project proposals) and serve as Secretariat;
11. Ensures that the phase-out/phase-in mechanism is incorporated in the project design; and

12. Provides Regional Office with information relating to priority areas and thrusts of funding agency to guide them in the preparation of proposals

A.2 Role of Regional Office

1. Develops project proposals;
2. Participates in project packaging with FASPO;
3. Participates in the conduct of project preparation studies (PPS);
4. Participates in project identification and fact-finding missions and identification of projects in the Regional Development Investment Program (RDIP);
5. Provides financial and technical assistance in the post-impact evaluation; and
6. Takes active role in the design of organizational structure.

A.3. Role of the Bureau Concerned

1. Provides technical inputs in the design and packaging of projects proposals;
2. Provides technical/experts pool; and
3. Prepares its own project proposals.

B. **ON PROJECT APPRAISAL**

B.1 Role of FASPO

1. Coordinates/assists project appraisal Missions;
2. Coordinates with oversight agencies;
3. Assists in loan/grant negotiations; and
4. Coordinates and initiates conduct of Feasibility Studies.

B.2 Role of Regional Office

1. Participates in the conduct of Feasibility Studies;
2. Participates in the selection of contractors/consultants; and
3. Participates in project appraisal missions.

B.3 Role of the Bureau Concerned

1. Participates in appraisal missions; and
2. Participates in the selection of contractors/consultants.

C. ON PROJECT IMPLEMENTATION

C.1 Role of FASPO

1. Coordinates pre-implementation activities such as:
 - preparation of budget
 - orientation
 - project organization
 - conduct of benchmark studies

2. Develops/establishes a Monitoring and Evaluation System for FAPs;
3. Coordinates and liaises with oversight agencies and donor institutions with respect to financial and physical aspect of project implementation;
4. Facilitates processing/release of project accounts (i.e. withdrawal applications, special account, GOP counterpart funds);
5. Reviews completeness and legality of financial documents;
6. Conducts annual performance assessment of ongoing FASPs;
7. Facilitates procurement of goods and services beyond the delegated authority of regions;
8. Coordinates and participates in evaluation missions;
9. Analyzes lessons learned and facilitate complementation; and
10. Facilitates/coordinates project phase-in and phase-out.

C.2 Role of Regional Office

1. Provides overall supervision to FASPs within the region;
2. Includes FAPs KRA in the regular regional KRAs;

3. Creates/organizes Steering Committee for related projects;
4. Signs/approves documents related to the implementation of projects within their region;
5. Hires/fires regional project staff;
6. Implements FAPs through regular units within the regional/field office utilizing regular staff assisted by contractuels;
7. Synchronizes project plans/activities with the regional priority plans/programs;
8. Conducts regular monitoring activities;
9. Documents and disseminates lessons learned;
10. Selects consultants for site-specific projects, subject to delegated authority;
11. Supervises/manages, monitor and evaluate TA for site-specific or stand-alone projects and region-based TAs;
12. Undertakes M & E of technical aspects of project;
13. Implements projects related/consistent with Bureau functions;
14. Initiates procurement process for equipment, subject to delegated authority;
15. Approves changes in project sites (barangay and municipality) within the province/region;

16. Recommends changes in WFP/annual targets (copy furnish FASPO for review and consolidation) but consistent with overall/project targets;
17. Approves/endorsees modifications or changes in O & M structure in the region;
18. Takes the lead in the coordination of field level activities of evaluation missions;
19. Implements phase-in/phase-out plan;
20. Includes in regional KRAs the maintenance and protection of terminated/completed FASPs;
21. Recommends/endorsees project re-design or extension, if necessary; and
22. Initiates conduct of inventory of equipment for turn-over.

C.3 Role of the Bureau Concerned

1. Implements FASPs related/consistent with Bureau functions;
2. Provides technical assistance in project implementation; and
3. Undertake M & E of technical aspects of project.

D. ON PROJECT POST EVALUATION

D.1 Role of FASPO

1. Conducts post-impact assessment of completed projects.

D.2 Role of the Bureau Concerned

1. Participates in evaluation mission; and
2. Provides technical/financial assistance in post-impact.

II. SCOPE AND COVERAGE

This Order shall cover all the phases of the project cycle of all DENR foreign-assisted and special projects. Hence, all offices involved shall be governed by this Order.

III. IMPLEMENTATION ARRANGEMENTS

The implementation of the provisions of this Order shall be done in the following manner/timing:

1. The roles and functions stated in Project Preparation and Packaging, Project Appraisal, and Project Post Evaluation in this Order shall be exercised immediately by the identified/concerned offices.
2. In the case of Project Implementation, the Order shall be applied to all on-going FAPs. However, mandatory and full compliance is expected at the start of the last year of the original project life/duration.
3. Future FAPs shall be implemented following the provisions of this Order from the very start until the end of the project cycle.
In the implementation of the above roles/functions, it is the responsibility of the head of the office to ensure that complementation in the use of all available resources shall be pursued to attain maximum productivity, efficiency and

effectiveness. Individual project contribution shall, however, be properly accounted.

IV. Additional/Detailed Guidelines

Additional or detailed guidelines to fully operationalize this Order in the Offices concerned shall be issued by the head of office to clarify matters, as necessary.

V. Compliance Monitoring

The Foreign-Assisted and Special Projects Office of the DENR shall devise a monitoring system to keep track of the implementation and degree of compliance of the concerned offices/projects to this Order.

VI. Separability Clause

The above-stated roles/functions do not preclude orders or special assignments given by the Secretary from time to time including actions/communications concerning operations of Bureaus/Offices which neither violate Department or commit the Department to any undertaking not specified by law.

VII. Repealing Clause

All provisions of previous memorandum circulars inconsistent herewith are hereby repealed and amended accordingly.

VIII. Effectivity

This Order shall take effect immediately.

(Sgd.) VICTOR O. RAMOS
Secretary

Recommending Approval:

(Sgd.) DELFIN J. GANAPIN
Undersecretary for Environment
and Programs Development

(Sgd.) VIRGILIO Q. MARCELO
Undersecretary for
Field Operations