

**Memorandum Circular  
No. 97-15  
September 8, 1997**

**TO :** All Undersecretaries, Assistant Secretaries, Bureau Directors, Regional Directors, PENROs and CENROs

**SUBJECT :** Prescribing Guidelines and Procedures on the Appraisal, Selection, and Approval of Project Proposals Submitted to the Central Office for Funding as Special Projects

Consistent with the provisions of Department Administrative Order No. 97-19 which provides the guidelines for the regionalization and institutionalization of foreign assisted and special projects, and in order to promote the optimal use of limited funds appropriated for the implementation of special projects, the following guidelines and procedures in the appraisal, selection, and approval of project proposals submitted for consideration under the special projects fund of the DENR Central Office are hereby promulgated.

**1. DEFINITION OF TERMS**

The following terms and phrases used in this Circular are defined as follows.

- .2. Special projects — refers to DENR Central Office-funded projects which are short term or interim undertakings that address specific critical issues or anticipated needs in the ENR sector. Such projects may involve the development of appropriate policy, program, management strategy, or technology, or the

implementation of strategic, high impact projects that will provide solutions to immediate issues and needs in the sector.

- .3. **Special Projects Fund** — refers to the DENR appropriation under Program II - Support to Operations, specifically under item II.g. which is entitled Conduct of Special Studies, Design and Development in Support of Forestry, Mining, and Environmental Management Operations in the General Appropriations Act of 1997, and other such appropriations which the Secretary may designate for the purpose of implementing special projects.

## 2. **CRITERIA FOR PROJECT SELECTION**

### 2.1 **Categories**

Project proposals under the following types or categories shall qualify for funding as special project:

- 2.1.1 Project or studies that address an environmentally critical situation or emergency events, which may be manmade or caused by natural phenomena, such as those that may result in the loss of lives, loss of sources of livelihood, or gravely endanger health;
- 2.1.2 Impact projects that would result to the upliftment of the socioeconomic conditions of communities in the uplands, coastal areas, and other natural resources dependent communities located in depressed provinces;
- 2.1.3 Proposals promoting the development of new or pioneering technologies;
- 2.1.4 Projects or activities related to the compliance of DENR with its commitments to national, regional, or international bodies, agreements or programmes to address a national or global priority;

- 2.1.5 Researches/studies which address a knowledge gap that is critical in the effective implementation of DENR policies and programs.
- 2.1.6 Other priority or urgent projects which require immediate funding, as determined by the Secretary, such as projects of Likas Yaman Awardees, and other similar commitments of the Secretary.

## **2.2 Requirements**

Qualified project proposals should further meet the following criteria/requirements.

- 2.2.1 It directly supports the current priorities of the ENR sector as promulgated in the DENR Annual Priority Thrusts or Areas of Excellence and/or support national government initiatives such as the Social Reform Agenda, Water Crisis Act, Human Ecology and Security, Gender and Development, and other programs that may be promulgated by the Secretary or the President.
- 2.2.2 It is not a duplication of any ongoing, completed, or pipeline project in terms of area coverage and project activities.
- 2.2.3 It must preferably have a duration of not more than two (2) years to include a phase-out plan.
- 2.2.4 It has a clear definition of the problem or issue to be addressed, the specific objectives it seeks to achieve, the methodology or strategies to be used for implementation, the outputs to be generated, and a sound estimate of the project's budgetary requirement.
- 2.2.5 It must be sustainable, i.e., it has the ability to continue whether through policy advocacy, institutional capacity building, or

replication of similarly related activities, even after the termination of special funding support.

- 2.2.6 The proponent or implementor has the technical and managerial capability to carry out the project.
- 2.2.7 For inter-agency projects, or projects requiring the participation or cooperation of other government agencies, local government units, private institutions or NGOs, the linkages and roles must be well defined and stipulated in any appropriate legal document such as a proposed memorandum of agreement. Counterpart resources to be contributed by the participating agencies and project beneficiaries should be specified.
- 2.2.8 For research projects or studies, it must have a clear definition of the knowledge gap being addressed and must include the documentation procedures and strategy for distribution of research results.
- 2.2.9 The target beneficiaries of the project or study are identified and appropriate evidence or confirmation (e.g. gender-sensitive needs assessment survey, preliminary socioeconomic survey or rapid appraisal, resolution or petition from target community, results of previous studies, etc.) should be provided to ensure that the proposed project or study is consistent with the needs of target beneficiaries;

The Foreign Assisted and Special Projects Office (FASPO) shall devise a Project Appraisal and Rating Form which shall contain the specific criteria or indicators for rating project proposals. This shall be the basis for ranking and prioritizing project proposals to be funded under the special projects fund.

**3. QUALIFIED PROPONENTS TO IMPLEMENT SPECIAL PROJECTS**

The following may propose or implement special projects:

- 3.1 Units or Offices in the Central Office, including Bureaus and Attached Agencies of DENR;
- 3.2 Units or Offices at the DENR Regional/Provincial/Community offices;
- 3.3 Non-Government Organizations (NGOs) duly accredited by DENR, private institutions/organizations, Local Government Units, and Academic institutions.

**4. PROCEDURES FOR SCREENING AND APPROVAL OF PROJECT PROPOSALS**

The following procedures shall govern the appraisal, selection and approval of project proposals:

- 4.1 The Foreign Assisted and Special Projects Office (FASPO), in consultation with the Secretary/Undersecretaries, shall issue an Annual Theme or Priority List of Projects to be funded as special projects for the forthcoming fiscal year.
- 4.2 Based on the Annual Theme or Priority List of Projects issued, proponents shall prepare project proposals using the prescribed FASPO format, including information and attachments required under Section 2.2 of this Memorandum Circular. Except for projects falling under category no. 2.1.1 and 2.1.6 proposals should be submitted to FASPO not later than the end of October of the current year.

- 4.3 Proposals from DENR Regional/Field Offices as well as from regional or provincial-based NGOs/POs/LGUs shall be pre-screened and prioritized by a Regional Inter-Sectoral Project Screening Group to be created and headed by the Regional Executive Director, or his duly designated representative, following the criteria set forth in this Circular.
- 4.4 Proposals from Bureaus/Attached Agencies as well as from national-based NGOs/POs shall be pre-screened and prioritized by the concerned Agency Project Screening Group to be created and headed by the Bureau/Agency Head, or his duly designated representative, following the criteria set forth in this Circular.
- 4.5 All pre-screened proposals as well as proposals coming from units in the DENR Central Office shall be submitted to the Foreign Assisted and Special Projects Office (FASPO). A Central Office Project Screening Group shall be created to undertake final screening and prioritization of project proposals. It shall be composed of representatives from FASPO and the Planning and Policy Studies Office (PPSO) and from other concerned Offices as may be deemed necessary.
- 4.6 In the course of project selection and prioritization, project proponents may either be invited to discuss and defend their proposals, or members of the Central Office Project Screening Group may go to the proposed project location/site for validation.
- 4.7 Based on the results of the evaluation, FASPO shall endorse the recommendations of the Project Screening Group to the Secretary, through the Undersecretary for Environment and Programs Development, for approval. Upon approval, FASPO shall proceed to program funds for the implementation of the projects.

The Undersecretary for Environment and Programs Development is hereby authorized to issue additional guidelines or orders as may be necessary to implement this Circular.

This Circular takes effect immediately and shall supersede Memorandum Circular No. 9, series of 1990, and provisions of other Orders inconsistent herewith.

**(SGD.) VICTOR O. RAMOS**  
Secretary