

Memorandum Circular
No. 97-07
May 20, 1997

**SUBJECT : Terms of Reference of Site
Coordinators for the Forestry Sector
Project**

In the interest of the service and to promote effective and efficient implementation of the ADB/OECF Forestry Sector Project at the subproject site level, and pursuant to Section 7.6 of DAO No. 16, series of 1993, a full-time site coordinator shall be assigned for each FSP subproject site.

The objectives of this circular are the following:

- a. to ensure that there will be a closer supervision in the implementation of the different FSP subprojects sites; and
- b. to ensure that technical assistance is readily available for the Assisting Organizations and the People's Organizations.

The following are their duties and responsibilities of site coordinators:

A. Technical/Operational Aspects

He/she shall provide technical assistance to the People Organizations (POs) and Assisting Organizations (AOs) in project implementation by:

- Ensuring that the implementation is in accordance with the appraisal report, if not, proper documentation of the discrepancies should be made;
- Providing technical assistance to the community in understanding and implementing the appraisal report; and

- Reviewing and validating the accomplishments of the Assisting Organization, as well as, the Comprehensive Site Development activities for billing purposes.

B. Administrative Aspects

- Making sure that the AOs and POs have regular documentation of accomplishment and assisting them in their billings pursuant to Memorandum Circular No. 97-03 "Guidelines of Procedures in the processing of payments for CO & CSD of subprojects under Forestry Sector Project";
- Providing the Regional Office with periodic reports on the status of project implementation through the PENROs and CENROs; and
- Mediating between NGO-AOs and POs in solving problems arising during the project implementation covering CO and CSD activities.

C. Networking Aspects

- Linking the AOs/POs to other AOs and POs, DENR, LGUs and other agencies;
- Facilitating coordination with LGUs regarding status of subproject;

Site coordinators shall report directly to the CENROs or their authorized representatives. The subproject sites are their official station. As such, any travel outside of their official station shall require the appropriate travel order.

This order revises or amends all existing forestry rules and regulations which are inconsistent herewith.

This Circular takes effect immediately.

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Undersecretary for Field Operations

Recommending Approval:

(Sgd.) EVANGELINE C. CRUZADO
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