

**DENR Memorandum Circular
No. 99-29
December 21, 1999**

SUBJECT : Prescribing Guidelines For the Orderly Closure and Phasing in of the ENR-SECAL Program in Regions 1, CAR, 2, 9, 10, CARAGA & in the Central Office.

Consistent with DENR Memorandum Circular Nos. 35 and 36 both dated September 30, 1994 relative to the preparation of Project Completion Report and Phase-in/Phase-out Plan, and the need for an orderly closure of the ENR-SECAL Program, the following guidelines and procedures are hereby reiterated and prescribed, to wit:

A. Project Performance Records

The Regional Program Management Offices (RPMOs) together with the Watershed Management Units (WMUs) and Barangay Development Units (BDUs) staff shall ensure the completion and orderly transfer, of the following to the Regional CBFMO:

1. Completion of remaining target activities and consolidated physical accomplishments (1992-1999) and reports by site;
2. Documentation of project profiles and relevant maps per site;
3. Documentation of lessons learned from project implementation of sub-component activities; and
4. Codification of all project reports, management systems and other databases and outputs developed under the project.

B. Project Financial Records

The Regional and PENRO Finance Officers shall be responsible for the following:

1. Prepare the Financial Statement of project releases, disbursements, and submission of the remaining statements of expenditures for liquidation /replenishment to PMO;
2. Ensure the payment of completed project works on or before December 31, 1999;
3. Consolidate all unutilized funds at the PENROs and LGUs and ensure immediate return of said funds to the PMO; and
4. Ensure that advances by the LGUs must be reimbursed, on or before the project's closing date.

The concerned Finance Officers are reminded that all endorsements to the OSEC regarding request for NCA releases and funding checks under the loan proceeds for accounts payable shall be coursed through the PMO and that there shall be no subsequent cash releases to the PENROs and LGUs until 75% of their total unliquidated releases are properly reported and submitted to the PMO.

C. Administrative Matters

The Regional Personnel and Property Division in coordination with the Regional Program Management Office and the LGU/WMU staff shall:

1. Complete the inventory of project properties and assets by December 31, 1999;
2. Document the transfer and maintenance of all project assets and projects assets and properties to

- LGUs, communities and DENR field units, as per project design;
3. Recommend to DENR management the systems and appropriate mechanics of disposition and Management of other assets yet to be turned over by the DENR units to LGUs; and
 4. Recommend options regarding staff absorption into the DENR regular units and LGUs, including requirements for staff clearances, benefits, and any other remaining liabilities of project staff.

D. Preparation of Phase-in/Phase-out Plan and Project Completion Report

The Regional Program Directors, through their respective Regional Program Management Offices (RPMOs) are hereby mandated to comply with the requirements of the above-mentioned Memorandum Circular Nos. 35 & 36 (Preparation of Phase-in/Phase-out Plan and Project Completion Report) issued by this Department. In like manner, the Program Management Office of ENR-SECAL shall integrate/consolidate the Phase-in/Phase-out Plans and PCR of the RPMOs for submission to the Secretary and concerned offices such as, Forest Management Bureau/Community Based Forest Management Office (FMB/CBFMO), Foreign Assisted and Special Projects Office (FASPO) and Planning and Policy Study Office (PPSO) for review and approval.

For strict compliance by all concerned.

(Sgd.) ANTONIO H. CERILLES
Secretary