

**Joint Memorandum Circular  
DA, DAR, DENR  
No. 1  
January 26, 1999**

**SUBJECT : Creation Of An Inter-Departmental Steering Committee And Technical Working Group For The Application And Monitoring Of A Common Sustainable Rural Development (SRD) Framework**

For the past months, the undersigned heads of the Departments of Agriculture (DA), Agrarian Reform (DAR), and Environment and Natural Resources (DENR) have been meeting to discuss the development of a common framework for Sustainable Rural Development (SRD) that could facilitate the convergence of their respective department's programs and resources in order to maximize the impact on countryside development. As departments playing key roles in the development of the rural areas, it is important that such common framework guide the convergence and complementation of efforts in the country's prime agricultural areas, watersheds and agrarian reform communities, fully cognizant of the need for synergy between the 3 departments towards more effectively implementing the Agricultural and Fisheries Modernization Act (AFMA), the Comprehensive Agrarian Reform Law and Program (CARL/CARP) and relevant environmental laws.

Out of these discussions have emerged a framework that now needs to be ratified, applied and monitored. This calls for the formalization of the coordinative mechanism among the three departments, to ensure that the SRD framework, as contained in the document entitled "Convergence for Sustainable Rural Development", receives official approval and recognition within the 3 departments, and their respective planning and operations personnel adhere to said framework in the formulation and

implementation of their respective programs. Special attention shall be given to sites jointly identified for model building.

This coordinative mechanism will be formalized at two (2) levels: an inter-departmental **Steering Committee (SC)** and an inter-departmental **Technical Working Group (TWG)**.

### **Steering Committee**

#### Principal Members:

Secretary, Department of Agriculture (DA)

Secretary, Department of Agrarian Reform (DAR)

Secretary, Department of Environment and Natural Resources (DENR)

#### Alternate Members:

Undersecretary for Operations and Research, DA

Undersecretary for Field Operations and Support Services, DAR

Undersecretary for Environment and Program Development, DENR

The Steering Committee (SC) shall decide all policy issues, including the ratification of the SRD Framework and the selection of model sites for the three departments. It shall also review the three department's adherence to the Framework, and decide on adjustments that may be necessary in order to facilitate such adherence. The SC shall meet regularly once every three (3) months. It may hold special meetings in between its regular meetings, if necessary, upon the call of any member. Its Principal Members shall take turns in chairing the meetings. As a general rule, the Secretary of the department hosting the Steering Committee meeting shall chair the meeting. In the absence of the Secretary of the host department, the other Principal Members shall choose the Chair between themselves. In the absence of all the Principal Members, the Alternate Member of the host

department shall host the meeting. In the absence of the Alternate Member of the host department, the other Alternate Members shall choose the Chair between themselves.

### **Technical Working Group**

#### Principal Members:

Assistant Secretary for Policy and Planning, DA  
Assistant Secretary for Support Services, DAR  
Assistant Secretary for Planning and Policy, DENR

#### Alternate Members:

Director for Planning and Monitoring Service, DA  
Special Asst, to the Secretary for Countryside Development,  
DAR  
Director of Forest Management Bureau, DENR

The Technical Working Group (TWG) shall recommend to the Steering Committee operational plans and guidelines including the definition of model convergence sites for Sustainable Rural Development, The TWG shall also monitor the adherence of each department to the SRD Framework in the implementation of relevant programs and projects. It shall also recommend to the Steering Committee such adjustments as may be necessary in order to facilitate such adherence.

The TWG shall meet regularly once a month. It may also hold special meetings in between its regular meetings, if necessary, upon the call of any member. The chairing of the meetings shall follow the rule set down above for the meetings of the SRD-SC, i.e., the Principal Member representing the host department shall chair the meeting, etc.

Other officers and staff of the three departments may be mobilized to attend meetings and to perform specific roles and tasks to implement agreements made by the SC or TWG.

## **Secretariat**

A Secretariat composed of staff identified by each department shall provide the necessary technical and administrative support to both the SC and the TWG. As a rule, the department hosting the meeting shall be responsible for minutes and all the administrative and technical requirements for hosting. For continuity, the Steering Committee shall define a coordinating base for the Secretariat from among the three departments. Until otherwise specified, this Secretariat shall be coordinated and based in the Department of Agrarian Reform (DAR).

## **Interface Mechanisms in SRD Convergence Model Sites**

The SC, upon the recommendation of the TWG and in consultation with concerned officers/units of the 3 departments, shall establish the appropriate interface mechanisms to plan, implement, monitor and evaluate a common SRD Convergence Program in each of the SRD Convergence Model Sites jointly identified by the 3 departments, detailed in the addendum to this joint Memorandum circular. Where deemed appropriate, an existing interface mechanism may be utilized/enhanced to serve such purpose.

## **Consultants**

The SC and the TWG may engage the services of Consultants from time-to-time to assist its work. The hiring of these Consultants will be in accordance with the pertinent government rules and regulations. Their honoraria will be sourced either externally (i.e., from donor agencies) or internally from within each of the three department, whichever is appropriate and feasible.

**Participation of Stakeholders:**

The SC and TWG shall ensure the active participation of Local Government Units, civil society organizations, the business sector and other stakeholders in the planning, monitoring, evaluation and implementation of the SRD initiative. Other national government agencies may also, be invited to participate when deemed appropriate. At the national level and all SRD Convergence Model Sites, regular mechanisms shall be instituted for this purpose

This Joint Memorandum Circular shall take effect immediately.

Done at Malacañang Palace in the City of Manila on January 26, 1999.

**(Sgd.) WILLIAM D. DAR**

Acting Secretary

Department of Agriculture

**(Sgd.) HORACIO R. MORALES, JR.**

Secretary

Department of Agrarian Reform

**(Sgd.) ANTONIO H. CERILLES**

Secretary

Department of Environment and Natural Resources

Approved by:

**(Sgd.) JOSEPH EJERCITO ESTRADA**

President

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