

**DENR Memorandum Circular  
No. 2000-14  
July 14, 2000**

**SUBJECT : Revision/Amendment Of DENR  
Memorandum Circular No. 36 Re:  
Guidelines For The Preparation Of  
Phase-In/Phase-Out Plan For  
Completing/Terminating Foreign-  
Assisted And Special Projects**

Pursuant to Administrative Order No. 99-16 re: re-organization of the Foreign Assisted and Special Projects Office (FASPO) and to come-up with a workable plans for the phasing-in of completing foreign-assisted projects, the following Sections of Memorandum Circular No. 36 dated September 30, 1994 is hereby revised/amended to read as follows:

**Section 1. RATIONALE**

**Insert as Paragraph 2, to read as follows:**

In the same manner, investments are likewise poured into special/locally funded projects through regular DENR budget. Although special projects are implemented for shorter period of time compared to foreign-assisted projects, it is but imperative to ensure the institutionalization of these projects into the concerned DENR Regional Offices for continuity of project activities.

**Section II. DEFINITION OF TERMS**

**Assistance** to be defined as - maybe in the form of project funds sourced from **foreign, GOP counterpart fund or DENR regular fund**, manpower administration/supervision.

### **Section III. OBJECTIVES**

**Objective No. 1** to read as - To formulate plans, strategies and schedules for the phasing-in/phasing-out of foreign-assisted **and special** projects.

### **Section IV. EXPECTED OUTPUTS**

**No. 2** to read as - Projects' budgetary requirements and alternatives after termination of **loans/grants/special project fund** and strategies.

### **Section V. IMPLEMENTING STRATEGY**

#### **A. COVERAGE**

- > All on-going foreign-assisted projects
- > All on-going Special Projects with duration of more than 1 year

#### **B. CONDUCT OF PHASE-IN/PHASE-()UT WORKSHOPS**

To come-up with a workable arrangement of a post project scenario, a phase-in/phase-out workshop shall be conducted at least one year before project

completion/termination on a per site basis. It shall be **spearheaded by the Project Impact Assessment Division (PIAD), FASPO**. Preparations for the workshop shall be closely coordinated with the concerned Project Management Office (PMO). For special projects, phase-in/phase-out workshops shall be done at least six month before project completion/termination and shall be coordinated with the Special Projects Division, FASPO.

The workshop shall be conducted to a) formulate plans and strategies for the phasing-in of foreign-assisted and special projects into the regular activities of the concerned DENR Regional Offices, LGUs and/or communities; b) determine the budgetary requirements of the projects for integration into the overall budgetary requirements of concerned Offices; and c) determine prospective office/agency/association that will sustainably implement project activities; d) workout possibility of a follow-on project phase, where applicable.

A draft phase-in/phase-out plan shall be prepared during the workshop. (Annex A can be used as reference). To facilitate the preparation of the said plan, the PMO shall present a working paper/phase-in plan to be used during the workshop. For special projects, the concerned Project Manager/Coordinator shall prepare the plan.

The major workshop output are commitments from the participants in support to the Project after the foreign or special/local funding has been terminated. Said commitments shall be signed by all concerned in the form of a Memorandum of Agreement.

### **Participants**

- Office of the Undersecretary for International Commitment and Local Government Affairs
- Foreign-Assisted and Special Projects Office (FASPO)
- Office of the Asst. Secretary for Management Services
- Concerned DENR Regional Offices/PENRO/CENRO
- Concerned Project Management Office (PMO)
- Concerned Oversight/Funding Agencies
- Concerned LGUs
- Representative of affected communities/beneficiaries

**C. CONDUCT OF INVENTORY AND DOCUMENTATION OF PROJECT VEHICLES AND EQUIPMENT, FURNITURE AND FIXTURES**

The inventory and documentation of project vehicles and equipment shall be conducted separately at least six (6) months before project completion/termination. It shall be **spearheaded by the Office of the Asst. Secretary for Management Services.** The Team shall be composed of representative/s from the project concerned, FASPO, GSD, Budget and Accounting Division. A report shall be submitted to the Secretary for information and reference in the eventual acceptance of these vehicles and equipment after project completion. Said list/report shall be used in the proper deployment of the vehicles and equipment to the concerned DENR Offices.

**D. PREPARATION AND SUBMISSION OF FINAL PHASE-IN REPORT**

The Project concerned in coordination with PIAD-FASPO, shall prepare the final phase-in report to be submitted

to the Secretary. The agreement on the commitments made during the workshop, signed by all concerned shall be the major content of the said report.

#### **E. EFFECTIVITY OF THE FINAL PLAN**

Effectivity of the phase-in plan shall be specified in the Final Phase-in Report (whether complete or partial phase-in e.g. by component or by site). If no effectivity date is specified, the phase-in plan shall be fully implemented on the last year of project implementation.

#### **Section VI. FUNDING AND LOGISTICS**

The Concerned PMO shall shoulder the operating expenses for the workshop, including meals and accommodations. For special projects, expenses for the workshop shall be charged against FASPO special project funds. Travelling expenses of other participants shall be charged against their respective offices.

For on-site workshops, the concerned Regional Offices/PMO shall provide vehicles and other form of assistance to facilitate mobility of the workshop participants.

#### **Section VII. MONITORING**

- 7.1** The PMO/Project Manager shall include in their monthly reports to PCMS-FASPO the progress by which their plans are being implemented.
- 7.2** To ensure sustainability of the project activities and maximize utilization of the investments poured into the Project after project life, the PIAD-FASPO shall monitor on a regular basis the execution of the phase-in/phase-out plan and the commitments made by the DENR and other stakeholders. They shall report to the Secretary through the Undersecretary for International Commitment and Local Government Affairs for the timely and appropriate action needed to address possible problems that may arise.

All other provisions in Memorandum Circular 36 dated September 30, 1994 shall remain in force.

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

Recommending Approval:

**(Sgd.) MARIO S. ROÑO**  
Undersecretary for International Commitment  
And Local Government Affairs