

Memorandum Circular
No. 2
January 10, 1990

**TO: All Regional Executive Directors/
PENROs/CENROs**
**SUBJECT: Comprehensive Guidelines on DENR-NFP
Monitoring and Evaluation System re-echo
seminar**

SECTION 1. BASIC POLICY. Consistent with the implementation of contract reforestation nationwide, it is the policy of the Department of Environment and Natural Resources to implement a well defined Monitoring and Evaluation System (DENR-MES) for effective management and closer supervision of all types of reforestation contracts. In view of the need for a unified system which is cost effective, systematic, precise and complete in generating pertinent information on field accomplishments, the DENR shall encourage the Monitoring and Evaluation System re-echo seminar to further enhance the number of DENR staff and other sectors capable of implementing DENR, MES at each level of management.

SECTION 2. IMPLEMENTING GUIDELINES. a) Effective immediately, all DENR offices involved in the DENR Monitoring and Evaluation System are hereby instructed to encourage the re-echo seminar of the DENR-MES. b) The DENR-MES re-echo seminar shall involve personnel from the Regional Offices down to the PENROs and CENROs and shall include reforestation contractors staff from Local Government Units (LUGs) and Non-government organizations (NGOs). c) In the conduct of the DENR-MES re-echo seminar, Regional Offices shall be guided by the Comprehensive Schedule and Course Design stipulated under annexes "A" and "B," hereof.

SECTION 3. FUNDING SOURCE. In carrying out the DENR-MES, funds allocated for NGO for Monitoring and Evaluation (NGOs M&E fund) shall be utilized. A total budget estimate is P64,000 per region.

SECTION 4. TARGET AREAS FOR RE-ECHO SEMINAR. The Regional Executive Director (RED) shall determine the number of DENR personnel necessary for the implementation of DENR-NFP Monitoring and Evaluation System consistent with the attached annexes "A" and "B".

SECTION 5. EFFECTIVITY. This Circular shall take effect immediately.

EBERT T. BAUTISTA
Director
Special Concerns Office

**Memorandum Circular
No. 9
April 18, 1990**

**SUBJECT Guidelines and Procedures in the Appraisal,
Screening and Approval of OSEC Locally-
Funded Special Projects**

In line with the creation of the Project Deliberation Board and Screening Group as per Special Order Nos. 704 and 1130, appraisal, screening and approval of project proposals submitted for consideration under locally-funded special projects of the Office of the Secretary are hereby promulgated.

- A. General Procedure for the Screening and Approval of Project Proposals**
1. Division/Unit in the Bureaus/Attached Agencies, Offices of Assistant Secretaries, Regional Offices/PENROs/ CENROs prepares project proposal using NEDA Form No. 101 and submits it to the concerned Head of Office, e.g., Regional Executive Director, Bureau Director, Head of Attached Agency, or Assistant Secretary.
 2. The concerned Head of Office reviews and endorses proposal to the Office of the Undersecretary for Policy, Planning and Project Management.
 3. The Undersecretary for PPMO refers project proposal for local funding to the local funding to the Special Projects Division for preliminary evaluation.
 4. The Screening Group review the preliminary evaluation made by the Special Projects Division using FASPO-SPD Form No. 1 and endorses its recommendations to the Project Deliberation Board.
 5. The Project Deliberation Board makes a final review and decision on the project proposal.
 6. All projects approved by the PDB for local funding shall be programmed/scheduled by the Special Projects Division based on availability of funds. On the other hand, projects recommended for foreign assistance shall be endorsed to the Project Packaging and Evaluation Service for packaging, while those recommended for regular funding shall be endorsed to the Planning Service.

7. Project proponents and their respective endorsers shall be informed of the decision of the Project Deliberation Board regarding their proposals for appropriate action.

B. Criteria/guidelines for the appraisal, selection or prioritization of OSEC Special Projects.

1. Definition

Special Projects refer to locally-funded projects under the management of the Office of the Secretary which are intended to support and/or augment the efforts of the Bureaus, Regional Offices and Attached Agencies in environmental protection and the conservation, development and utilization of natural resources. They are relatively short term projects with a duration of not more than three (3) years, usually pilot in nature, and which respond to the immediate concerns or issues in the sector.

2. General Criteria

2.1 The project must conform with the Department's thrusts, concerns and objectives and fall under any of the following types of projects:

- a) development of concepts of technology and management which promote sustainable development of resources based on the Philippine Strategy for Sustainable Development (PSSD).
- b) promotion of family-based/community-based pilot projects for the upliftment of the socio-economic conditions and status of upland dwellers, small-scale miners, and other natural resources dependent communities;
- c) development of effective environmental management schemes, information generation and dissemination systems, and rationalization and development of natural resources based industries;
- d) development of management strategies for improving efficiency, capability and integrity of public servants;
- e) policy studies which address critical problems in relation to the environment and natural resources sector that need immediate action and attention; and
- f) promotion and/or improvement of inter-agency linkages, participation or involvement towards the attainment of a common (national) goal.

- 2.2 The implementing organization must have in place an effective management structure, staff and procedures which can efficiently utilize resources to achieve project objectives.
- 2.3 If the proposed project will be implemented through inter-agency approach, linkages and roles of other agencies should be well defined and stipulated in the plan to maximize utilization of resources.
- 2.4 Documentation or preparation of brochure/manual on the technology, methodology, approach, scheme, or proposed policy generated from the project should be included in the project plan for information dissemination purposes.
- 2.5 The project must not be a duplication of or similar to any on-going or pipeline projects, whether regular or special, in terms of area coverage, project personnel, activities and a certification to this effect must be provided by the endorsing official.
- 2.6 The project duration must not be more than three (3) years, except in meritorious cases as determined by the Project Deliberation Board which may extend up to five (5) years.

3. Priority Activities

3.1 Type of Project

The nature of the project should preferably be applied research, policy study/research, or community-based projects.

3.2 Coverage/Scope

The project should preferably be inter-agency, inter-regional or national in scope. Thus, projects which do not have linkage with other regions or cannot be replicated elsewhere (i.e., peculiar to a particular region or province) should be a special activity of the concerned region.

3.3 For Applied Research

- a) involves generation, validation/verification and pilot testing of new technology and is pioneering in a particular region.
- b) it has potential for replication of research results and feasibility studies in other areas, i.e., technologies are adaptable;
- c) target group/clientele are identified, research results are socially, financially and technical viable or beneficial to target clientele based on the survey and gathering of preliminary information about the proposed clientele.

3.4 For Policy Studies

- a) activities focus on human resources development and institutional strengthening for an efficient and capable public service;
- b) activities address critical problems in relation to the environment natural resources sector which need immediate attention;
- c) activities are multi-sectoral in nature, requiring inter-agency linkages;
- d) activities involve review of existing policies, laws and regulations relevant to environment and natural resources;

3.5 For community-based developmental projects

- a) the project is socially acceptable, financially and technically viable, and involves relatively low per capita investment;
- b) promotes community participation in project planning and implementation;
- c) it is site-specific and/or commodity specific and caters to a demonstrated need of a large number of beneficiaries/target group;
- d) has capability to organize and/or tap other operating structures (such as accredited NGOs, POs) in project management and development;
- e) shows potential for continuation and expansion of project activities even after termination of assistance.

The Board is hereby authorized to issue additional guidelines and criteria in assessing and appraising projects proposed for locally-funded special projects.

This Circular takes effect immediately and shall remain enforced until revoked in writing.

FULGENCIO G. FACTORAN, JR.
Secretary

RECOMMENDING APPROVAL:

RICARDO M. UMALI
Undersecretary for Policy
Planning and Project Management
and Chairman
Project Deliberation Board

NOTE: FASPO-SPD Form No. 1 omitted

Memorandum Circular
No. 17
July 23, 1990

SUBJECT: Institutionalizing the Conduct of Cluster Meeting to Review/Evaluate all Department Special Projects

In line with its mandate of ensuring the efficient and effective implementation of foreign-assisted and special projects, the FASPO shall hold regular cluster meetings on all on-going Special Projects for the following purposes:

- 1) To familiarize DENR central office and regional officials on the on-going special projects of the Department;
- 2) To provide a forum for interaction and exchange of ideas/experiences among concerned officials/personnel and experts in the management and implementation of special projects;
- 3) To review project performance vis a vis its annual operational plan and its over-all project plan;
- 4) To identify problems/issues and encourage the support of concerned officials/personnel in the resolution of these problems/issues;
- 5) To clarify/delineate the roles and responsibilities of official/personnel concerned in the planning, management and implementation of special projects.

The Special Projects shall be grouped into the following clusters:

Cluster 1	-	Central Office (OSEC) Operated and NCR Projects
Cluster 2	-	Regions 1 - 3 Projects
Cluster 3	-	Regions 4 - 5 Projects
Cluster 4	-	Regions 6 - 8 Projects
Cluster 5	-	Regions 9 - 12 Projects

Participants in each cluster meeting shall be composed of the following:

ASEC for Operations concerned
ASEC for FASPO
ASEC for Planning/Chief of Planning Division
Service Chief of PCMS
REDS/RTDs concerned
Project Managers/Leaders concerned
Chiefs of Budget and Accounting Divisions
Chiefs of Special Projects Division
Concerned Monitoring and Budget Officers

The Assistant Secretary for FASPO shall assign personnel who will compose the Secretariat group. The Secretariat shall be responsible for coordinating the necessary preparations for the cluster meetings and shall maintain all records of the minutes transpiring from these meetings.

Attachment I details the projects involved in each cluster, the methodology for the cluster meetings, the tentative schedules, and other requirements.

All concerned are hereby enjoined to support and participate in the conduct of the cluster meetings.

RICARDO M. UMALI
Undersecretary for Policy,
Planning, and Project Management

GREGORIO L. MAGDARAOG
OIC, Undersecretary for
Field Operations

CELSO R. ROQUE
Undersecretary for Research
and Environment

ATTACHMENT 1

PROPOSED CLUSTER MEETING FOR LOCALLY-FUNDED SPECIAL PROJECTS

A. OBJECTIVES:

1. To familiarize DENR central office and regional officials on the on-going special projects of the Department;
2. To provide a forum for interaction and exchange of ideas/experiences among concerned officials/personnel in the implementation and management of similar projects;
3. To review project performance vis-a-vis its annual operational plan and its overall project plan;
4. To identify problems/issues and recommend corresponding solutions in the implementation and management of special projects;
5. To clarify/delineate the roles and responsibilities of officials/personnel concerned in project implementation and management.

B. METHODOLOGY:

1. Special Projects Groupings:

Cluster or groups shall be formed according to the geographical location of special projects as follows:

Cluster 1

Centrally-Operated and NCR Projects

- 1) Pilot Testing the Effectiveness of VA Mycorrhiza in Reforestation
- 2) Campaign Against Illegal Logging
- 3) Phil. Eagle Conservation Project
- 4) ASEAN-US Watershed Project
- 5) Calauit Wildlife Sanctuary Project
- 6) Luntiang Kamaynilaan
- 7) Urban Tree Stand Inventory
- 8) Stabilization of Environmentally Critical Portions of the Manila-coastal Road

- 9) Navotas-Malabon-Tullajan-Tenejeros River Revival
- 10) Pasig River Revival
- 11) Anti-Smoke Belching
- 12) Orchidarium
- 13) Community Awareness on Resources and Environment
- 14) Agro-Forestry Schemes for Indigenous Communities
- 15) Coastal Resources Management Committee

Cluster 2 - Regions 1 - 3 Projects

- 1) Establishment of Buri Plantation (Pangasinan)
- 2) Species Trial Within the Magat Watershed
- 3) River Bank Stabilization of Cagayan River
- 4) Rattan Plantation Development (La Union)
- 5) Community Based Natural Regeneration Management
- 6) Tiger Grass-Based Community Project
- 7) Pilot Processing and Production of Pharmaceutical and Aromatic Plants

Cluster 3 - Regions 4 - 5 Projects

- 1) Mangrove Development and Rehabilitation Project
- 2) Community-Based Small Scale Utilization and Management of Coastal/Mangrove Forest
- 3) Development of Aqua-silvicultural Pilot Areas
- 4) Rattan Plantation Development (Pagbilao, Quezon)
- 5) Establishment of Buri Plantation (Atimonan, Quezon)
- 6) Lungsod Silangan
- 7) DENR-MAB (LMB, ERDB, EMB components)
- 8) Backyard Ferrous Metal Production Development
- 9) Development of Wildlife Breeding Center
- 10) Stockfarming of Calamian Deer
- 11) Tamaraw Conservation Project
- 12) Integrated Geological Survey of Economic Mineral Resources
- 13) Pilot Testing and Hydrologic Evaluation of SALT
- 14) Development and Promotion of Non-traditional Mineral Resources for Livelihood

Cluster 4 - Visayas Projects

- 1) San Joaquin Salago Agro-Forestry Project
- 2) Alay sa Mactan Stone Cutters
- 3) Ceramics Industry Development

- 4) Tikong Plantation Establishment
- 5) Buri Plantation Establishment (Tacloban)
- 6) Pilot Plantation of Alternative Species with Energy Potentials

Cluster 5 - Mindanao Projects

- 1) Mangrove Pilot Demonstration Plantation (Zamboanga)
- 2) Buri Plantation Establishment (Dipolog)
- 3) Transfer of Bamboo Technology to ISF Beneficiaries in Davao del Norte
- 4) Silvi-Pastoral Pilot Project
- 5) Rattan Plantation Establishment (N. Cotabato)
- 6) Pawikan Conservation

2. Discussion Format

The participants will meet in plenary to tackle each project one after the other. The Project Leaders/Coordinators shall be given fifteen minutes each to present their respective projects while the next thirty minutes shall be devoted to questions and answers to clarify issues and recommend solutions. Each project is therefore allocated about 45 minutes presentation/discussion. The session will therefore last for one to two days depending on the number of projects to be discussed. A summary/recapitulation of the issues and recommendations/solutions will then be presented at the end of the session.

The standard format for the cluster meetings/sessions shall be as follows:

- I. Briefing on the objectives and methodology of the meeting/session
- II. General orientation on DENR special projects
- III. Presentation and Discussion of special projects (15-minute presentation and 30-minute discussion for each special project)
- IV. Summary/recapitulation of issues and solutions discussed

C. PARTICIPANTS

Participants shall be composed of the following:

- 1) ASEC for FASPO
- 2) ASEC for Planning/Chief of Planning Division
- 3) ASECs for Operations
- 4) REDs/RTDs concerned
- 5) Sectoral Bureau Directors concerned

- 6) Expert/s in the sector/field
- 7) Project Managers/Leaders
- 8) PCMS Service Chief
- 9) FMS officials/staff
- 10) Special Projects Division staff

Estimated no. of participants per cluster sessions 20 to 30.

D. TENTATIVE SCHEDULE OF CLUSTER MEETING

Each cluster shall meet twice a year or as often as necessary.

Cluster 1:	Centrally Operated and NCR Projects	every 2nd week of April and 4th week of July
Cluster 2:	Regions 1 - 3 Projects	every 2nd week of May and 4th week of August
Cluster 3:	Regions 4 - 5 Projects	every 4th week of April and 2nd week of August
Cluster 4:	Visayas Projects	every 4th week of May and 2nd week of September
Cluster 5:	Mindanao Projects	every 2nd week of June and 4th week of September

E. ESTIMATED FINANCIAL REQUIREMENTS

Estimated expenses for food and supplies is P5,000 per cluster meeting or a total of about 50,000.

Travelling expenses shall be charged to the respective regional offices/project allotments of participants

F. VENUE

USEC Roque's Conference Room or the DENR Training Center depending on the size of the group.