



MAY 31 2024

DENR MEMORANDUM ORDER
NO. 2024-02

SUBJECT: GUIDELINES PRESCRIBING THE IMPLEMENTATION OF THE INTEGRATED REGIONAL FIELD ASSESSMENT AND VALIDATION SYSTEM FOR ENR MANAGEMENT (I-RISE)

Pursuant to National Economic and Development Authority-Department of Budget and Management (NEDA-DBM) Joint Memorandum Circular No. 2015-01 dated 15 July 2015 entitled "National Evaluation Policy Framework of the Philippines," DBM National Budget Circular No. 565 dated 02 December 2016 entitled "Adoption of a Results-Based Monitoring, Evaluation and Reporting Policy," DAO No. 2018-18 entitled "Establishing a Centralized Management and Coordinative Mechanism at the Regional Offices of DENR, MGB, and EMB, and Designating the DENR Regional Director as the Regional Executive Director Providing Overall Command of Regional Operations," and DAO No. 2023-07 dated 13 June 2023 entitled "Environmental Awards for Governance and Leadership Excellence (EAGLE)," the Integrated Regional Field Assessment and Validation System for ENR Management (I-RISE) is hereby prescribed.

SECTION 1. Basic Policy. It is the policy of the State to ensure the sustainable use, management, protection, conservation, and enhancement of the country's environment and natural resources, as well as to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generations. In pursuance thereof, the DENR is mandated to formulate, implement, and supervise the government's policies, plans, and programs on the management, conservation, development, use, licensing, regulation, and replenishment of the country's natural resources. Likewise, it shall promulgate rules and regulations in accordance with the law governing the exploration, development, conservation, extraction, disposition, use, and other commercial activities tending to cause the depletion and degradation of our natural resources.

SECTION 2. Objective. This Order aims to streamline and harmonize all the Field Assessments and Validations (FAV) performed and conducted by different offices in the Central, Line, and Staff Bureaus. The I-RISE integrates various Regional Field Assessment and Validation activities for performance management towards performance excellence. It aims to monitor and validate the performance of the Field Offices and assess their efficiency, and effectiveness in the execution of their mandates, programs, activities, and projects. It also serves as an institutional mechanism that recognizes offices with excellent to exemplary performance as well as develop programs and management interventions for the offices who showed unsatisfactory or poor performance.

SECTION 3. Scope and Coverage. This Order shall cover the FAV conducted by Line and Staff Bureaus and the Central Office that can be integrated into the I-RISE. The I-RISE shall assess the areas of implementation of the previous year's accomplishments in terms of infrastructure readiness and risk resilience, human resource management and development, financial management, the status of implementation of regular programs, activities, and projects including foreign-assisted and special projects (FASPs), client satisfaction, and agency accountabilities.

SECTION 4. Result Areas and Performance Metrics.

4.1. Each Result Area shall consist of various performance metrics/indicators which shall be used to measure office performance. The performance metrics/indicators shall be classified as Major Performance Indicators (MPIs), and Minor Output Indicators (MOIs). The MPIs are performance indicators which are found in the General Appropriations Act (GAA), Philippine Development Plan (PDP), and other priorities PAPs of the Department. MOIs are performance indicators other than those found in the General Appropriations Act (GAA), Philippine Development Plan (PDP), and other priorities PAPs but are considered as contributory to the attainment of the MPIs. The MPI and MOI shall have their respective weight of 60% and 40%, respectively.

The I-RISE Secretariat shall identify the performance indicators, both for MPIs and MOIs, and determine the system for scoring and rating of the same. The table below shows the Areas of Focus and their respective weights.

RESULT AREAS	WEIGHTS	PERFORMANCE METRICS/INDICATORS
Infrastructure & Equipment Readiness	10%	<ul style="list-style-type: none"> ● Facility/Building, ICT efficiency and effectiveness ● Maintenance costs ● Occupant/employee/clients satisfaction, ● Environmental impact and risk resiliency, ● Initiatives on energy and water conservation ● Occupational health and safety ● Availability and functionality of motor/vehicles
Human Resources Management and Development	10%	<ul style="list-style-type: none"> ● Fill-up rate of vacant positions ● Participant's application of L&D intervention ● Morale and welfare of personnel
Financial Management	10%	<ul style="list-style-type: none"> ● Budget utilization rate ● Revenue collection/rate ● Savings utilization
PAPs and FASPs Implementation	50%	<ul style="list-style-type: none"> ● Accomplishment rate of outcome and major output indicators of priority PAPs and FASPs, including its quality and timeline of submission

RESULT AREAS	WEIGHTS	PERFORMANCE METRICS/INDICATORS
Client Satisfaction and Complaints Resolution	10%	<ul style="list-style-type: none"> • Cases and complaints resolution and compliance rates • Customer/client satisfaction rating (service delivery)
Internal Audit and Agency Accountabilities Compliances	10%	<ul style="list-style-type: none"> • Compliance rate on the ff.: Procurement Law, FOI, PhilGEPS, SALN, National Competition Policy, Audit Recommendations, Transparency Seal, Anti-Red Tape Act, Digitization Initiatives. • Internal Audit Compliance • COA Audit Compliance
Overall Final Score	100%	

Likewise, there will be an annual review and updating of the MPIs and MOIs as part of the continuous enhancement or improvement of the I-RISE system.

4.2. In order to determine the Offices' performance and to come up with the final results, the following formula shall be observed:

Area of Focus MPI score =

$$\text{Total actual score in MPIs} \div \text{Total perfect score in MPIs} \times 60\%$$

Area of Focus MOI score =

$$\text{Total actual score in MOIs} \div \text{Total perfect score in MOIs} \times 40\%$$

Final Score for Area of Focus =

$$\text{Area of Focus MPI score} + \text{Area of Focus MOI score} \times \text{Weight of Area of Focus}$$

Overall Final Score = Total score on all Areas of Focus (Innovations and best practices shall account for an additional 5% in the overall final score)

4.5. Overall Performance results of each office shall be described based on the following organizational performance levels:

Organizational Performance Levels	Overall Performance Rating	Description
Excellent	100%	Fully compliant in all areas; implements best practices and innovations that demonstrate a high capacity for organizational performance, impact, and sustainability
Exemplary	90-99%	Fully compliant in most areas; levels of organizational performance must be reinforced, maintained and advanced towards processes of greater impact and sustainability

Organizational Performance Levels	Overall Performance Rating	Description
Fair	76-89%	Responsive to the overall requirements; compliances are evident in areas of importance.
Below Average	65-75%	Responsive to the basic requirements; some milestones and success measures in each area were not met
Unsatisfactory	51-64%	Few organizational performance results; most of the goals and milestones in each area were not met.
Poor	0-50%	No organizational performance results

SECTION 5. Components of the I-RISE. The I-RISE shall have three main components, as follows:

5.1 Assessment. A comprehensive evaluation of various aspects of the field operating unit that include overall administrative management and operational support to the entire Regional Operations (GAS); activities and projects that provide staff, technical, and/or substantial support to operations (STO); and the mandates and PAPs, regulations and service delivery (Operations). The coverage of the assessment shall be the accomplishment of the previous year. Assessment also includes the current status of ongoing PAPs.

5.2 Validation. Determining compliance with the specified standards and objectives that involve testing and verification or readiness assessment, documentation or records filing, certification, and field inspection of key PAPs.

5.3 Integration and Presentation. Combining the assessment and validation processes to provide a comprehensive view of the operating unit's performance.

The integration process may identify areas where improvements are needed, and gaps to be bridged between the current state and desired performance or compliance levels.

SECTION 6. Performance Recognition and Development Program. The I-RISE shall serve as a basis for performance recognition and development programs. The I-RISE team may recommend the conferment of recognition for Offices with overall performance levels belonging to Excellent (100%) and Exemplary (90-99%) only.

The conferment of such distinction or award shall be in accordance with the guidelines issued by the DENR PRAISE Committee.

All Offices that showed unsatisfactory or poor performance shall be endorsed to HRDS and SMOTO to undertake several development program and management interventions such as but not limited to transformational leadership, and/or capacity building, and other skills enhancement training/workshops.

SECTION 7. I-RISE Assessment Team Composition and Responsibilities.

Performance Assessment Teams (PATs) shall be created and shall comprise technical staff from DENR Central Office Services, Staff, and Line Bureaus adept in monitoring, auditing, and evaluation of programs/activities/projects (PAPs). The team shall be led by at least a Director. The ASEC for PPFASPS shall be the overall head of the I-RISE. The responsibilities of the PATs shall be indicated in the Special Order.

The Program Monitoring and Evaluation Division (PMED) of the Policy and Planning Service shall serve as the overall Secretariat of the I-RISE.

SECTION 8. Issuance of Supplemental Guidelines. The PPS, through the PMED shall issue Supplemental Guidelines to be approved by the Undersecretary for Policy, Planning and International Affairs who is authorized to update this order as the need arises.

All Offices together with the PPS-PMED shall formulate a validation Guide per PAP, as a prerequisite condition prior to the deployment of the team or the actual conduct of the I-RISE. They shall also provide and identify the scoring and rating system in relation to Section 4 herewith.

SECTION 9. Reporting and Monitoring System. A Reporting and Monitoring System shall be put in place. The PATs shall provide a Regional Report to the concerned Undersecretary for Field Operations 15 days after the validation. A consolidated report shall be submitted to the undersigned 30 days after the end of the I-RISE activity.

All team members from the different Offices/Bureaus involved shall submit individual reports directly to their principals relative to the result of the I-RISE concerning their PAPs. The Offices/Bureaus concerned shall also monitor the actions taken or any corrective measure required of the Regional Office/s under review. The PPS, through PMED, shall be furnished with the same report and actions taken thereof.

All Offices and Bureaus shall formulate the template for reporting to all principals concerned to ensure consistency of the report.

Meanwhile, as part of the future endeavour of I-RISE and in line with the digitization approach of the Department in online reporting, an Information Management System (IMS) in coordination with the Knowledge Information and Systems Service (KISS) shall be developed, to track the performance of the Regional Offices.

SECTION 10. Support for I-RISE. The Bureaus, Services, coordinating offices and Field Operations offices are hereby directed to complement the field assessment/validation activities of the I-RISE, and provide the necessary support to strengthen its full implementation. All Regional Offices shall also provide assistance to ensure the smooth implementation during the actual field validation.

SECTION 11. Funding. Sufficient funds shall be allotted by the DENR Central Office for the implementation of the activity subject to accounting and auditing rules and regulations.

SECTION 12. Separability Clause. If any provision of this Order shall be held invalid or unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.

SECTION 13. Repealing Clause. All Orders, Circulars and other similar issuances inconsistent herewith are hereby repealed, amended or modified accordingly.

SECTION 14. Effectivity. This Order shall take effect immediately and remain in force until formally terminated.

MARIA ANTONIA YULO LOYZAGA
Secretary

