



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER

MINISTRY ADMINISTRATIVE ORDER

No. 54
Series of 1982

SUBJECT: Creation of Organizational Units in
the Central, Regional and District
Offices of the Bureau of Forest
Development to Implement the Integrated
Social Forestry Program

SECTION 1. Pursuant to the provisions of PD 705, as amended, the Letter of Instructions No. 1260 which established the Integrated Social Forestry Program, otherwise known as PROFEM II, and in consonance with Ministry Administrative Order No. 48, Series of 1982, there is hereby created in the Bureau of Forest Development, a Social Forestry Division, with the following functions:

- a) Provide staff support to the National Secretariat of the Integrated Social Forestry Program in the:
1. Development of effective participatory approaches to upland development which will involve forest occupants at all stages of Social Forestry Project design and implementation;
 2. Formulation of policies, plans, programs and guidelines for the identification, establishment, development and implementation of social forestry projects;
 3. Formulation of guidelines on the conduct of project feasibility studies within project areas;
 4. Development of guidelines on the conduct of forestry extension methods;
 5. Development of guidelines on the organization and management by forest occupants of viable community associations and/or cooperatives;

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6. Development of guidelines on the conduct of surveys, studies and analysis of forest-based cropping systems compatible with the socio-economic and cultural development of forest occupants;
 7. Development of strategies for the establishment, expansion, stabilization and consolidation of market outlets/areas for forest-based farm products.
- b) Process applications for Stewardship Agreements and prepare certificates of Stewardship;
 - c) In constant consultation with the National Secretariat, provide general supervision in the development and implementation of projects for Social Forestry Project Areas including Integrated Area Projects;
 - d) Establish and maintain effective linkages with forest occupants and other agencies/institutions involved in the socio-economic development of upland residents at the National, Regional and District levels, in cooperation with the BFD Regional Director and District Foresters concerned;
 - e) Develop and administer a continuing forest conservation education program, in coordination with the Forest Development Training Center;
 - f) Develop and maintain a systematic monitoring and evaluation procedures of Integrated Social Forestry activities, and other related social forestry projects, including KKK;
 - g) Plan, coordinate and package a forest extension delivery system which will include the dissemination of information on indigenous and modern technology;
 - h) Perform such other related functions as may be assigned to it.

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SECTION 2. The Forestry Extension and Education Division, National Communal Tree Farm Development Staff, Forest Occupancy Management Section of the Watershed Management Division and their counterpart sections/units in the regional and district offices are hereby abolished. Their corresponding functions, personnel, funds, records and equipment are hereby transferred to the Social Forestry Division/Sections/Units concerned in the Central/Regional/District Offices. Likewise all related projects/programs, projects/activities currently administered by other units of the Bureau are hereby transferred. Their respective functions, personnel, funds, records and equipment are hereby similarly transferred to the Social Forestry Division/Sections/Units concerned in the Central/Regional District Offices.

The appropriate personnel, equipment, facilities, records, appropriations, functions, and other resources of the Reforestation and Afforestation Division, and other applicable Divisions or Units of the BFD involved in the:

1. Implementation of the Program for Forest Ecosystem Management (PROFEM);
2. Establishment and maintenance of Communal Tree Farm and Family Tree Farms;
3. Family Approach Reforestation;
4. Improvement of Kaingin Areas;
5. Implementation of Agro-Forestry Project; and
6. Forest Occupancy Management.

at the Central, Regional, and District Offices of the Bureau of Forest Development are hereby transferred to the Social Forestry Division which will be employed for the prosecution of its functions.

SECTION 3. The Social Forestry Division, as constituted in Section 2 hereof shall have the following Sections:

a. Program Development Section shall:

1. Formulate and recommend policies, plans, programs, and guidelines on the establishment and development of social forestry project areas;

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2. Develop and recommend strategies for the establishment, expansion, stabilization and consolidation of market outlets/areas for forest-based products;
3. Establish and maintain Institutional linkages among support agencies at the National, Regional and District levels;
4. Develop and recommend guidelines on the conduct of feasibility studies, including financial, socio-economic and marketing researches;
5. Develop and recommend guidelines on the organization and management by forest occupants of viable community associations and/or cooperatives;
6. Develop and recommend effective participatory approaches to upland development which will involve forest occupants in all stages of project design and implementation;
7. Perform such other related functions as may be assigned to it.

b) Extension and Education Services Section shall:

1. Develop and administer a continuing forest conservation education program;
2. Plan and coordinate a forestry technology delivery system, including the dissemination of packaged technology/information;
3. Design and produce extension literature and other audio-visual materials to promote forest resource conservation and development;
4. Provide guidelines on the establishment and maintenance of forestry libraries and museums;
5. Maintain a Central Office forest library and museum, including audio-visual equipment and mobile units;

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6. Organize and conduct special training/ seminars for Social Forestry Officers; and
7. Perform such other related functions as may be assigned to it.

c) Monitoring and Evaluation Section shall:

1. Provide general supervision in the development and implementation of social forestry projects;
2. Process application for Stewardship Agreement and maintain a file of all approved applications;
3. Conduct surveys, studies and analysis of appropriate alternative forest-based cropping systems compatible with the socio-economic and cultural development of forest occupants;
4. Conduct systematic monitoring and evaluation of Integrated Social Forestry activities, and other related social forestry projects, including KKK; and
5. Perform such other related functions as may be assigned to it.

SECTION 4. There shall be created in the Regional Offices a Social Forestry Division which shall have similar functions and sections as those in the Central Office. In addition, said Division shall provide staff support to the Regional Director who shall supervise, coordinate and monitor the implementation of social forestry project areas; review and recommend to the National Secretariat the appointment of Social Forestry Officers for the various project areas; coordinate the provision of technical assistance and such other services as may be necessary in the establishment and development of various social forestry projects.

SECTION 5. There shall likewise be created a Social Forestry Unit in each of the district offices. Said Unit shall:

1. Provide staff support to the District Forester who shall, with the Project Team and Social Forestry Officers assigned in his area, implement social forestry plans, programs

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and projects; recommends the designation of Social Forestry Officers who will provide technical assistance and such other services as may be necessary to forest occupants, particularly those within Project Areas; provide forestry extension and educational services in the implementation of social forestry projects including the dissemination and transfer of technology and information; conduct feasibility studies and socio-economic and marketing researches on social forestry projects; establish local marketing tie-ups for upland farm products; conduct surveys/studies and analysis of forest-based cropping systems compatible with the socio-economic and cultural development of forest occupants; establish and maintain linkages with forest occupants and other agencies/institutions involved in the socio-economic development of upland residents; process applications for Stewardship Agreements; conduct systematic monitoring and evaluation of forestry extension activities and other related social forestry projects, including KKK;

2. Perform such other related functions as may be assigned to it.

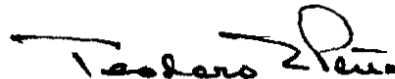
SECTION 6. Staffing. Upon approval of this Order, the Director shall prepare the appropriate staffing pattern of the Division/Sections/Units concerned for approval of the Minister subject to existing policies.

The Social Forestry Division shall have in the Central Office, a Division Chief, and an Assistant Division Chief to be designated by the Minister. The Director shall designate the Heads of Sections in the Central Office and Chiefs of Division/Sections in the regional offices upon the recommendation of the Regional Director, in the latter case. Likewise, the Regional Director shall, upon the recommendation of the District Forester, designate the heads of units in the district offices.

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SECTION 7. Repealing Clause. Ministry Order No. 6, Series of 1980, as amended, and all other Orders, Circulars, or Instructions inconsistent herewith are hereby repealed or amended accordingly.

SECTION 8. This Order shall take effect immediately.


TEODORO Q. PEÑA
Minister