



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : Undersecretary for Legal, Administration, HR and Legislative Affairs
Undersecretary for Finance, Information Systems and Climate Change
Undersecretary for Field Operations and Environment
Undersecretary for Enforcement, Mining and Muslim Affairs
Undersecretary for Solid Waste Management and LGU Concerns
Undersecretary for Enforcement for Mindanao and IPs Concerns
Undersecretary for Attached Agencies
Undersecretary for Special Concerns

Assistant Secretary for Enforcement
Assistant Secretary for Policy, Planning and FASPs
Assistant Secretary for Legal
Assistant Secretary for Finance, Information Systems and Mining Concerns
Assistant Secretary for Field Operations – Visayas
Assistant Secretary for Field Operations - Mindanao and Legislative Affairs
OIC, Assistant Secretary for Field Operations – Luzon
OIC, Assistant Secretary for Administration and Human Resources
OIC Assistant Secretary for Climate Change and concurrent Director, BMB

Bureau Directors, FMB, LMB, ERDB, MGB, EMB

Service Directors, PPS, FMS, KISS, SCIS, HRDS, IAS, FASPS, CCS, Legal, Admin

Executive Directors, MBCO, RBCO, NWRB, PCSDS
Administrator, NAMRIA

FROM : The Undersecretary for Policy, Planning and International Affairs

SUBJECT : **CONDUCT OF PAPER-BASED SURVEY FOR THE UPDATING OF THE STANDARD OPERATING PROCEDURES (SOP) FOR THE MONITORING AND EVALUATION OF DENR PROGRAMS AND PROJECTS**

DATE : DEC 10 2020

The Policy and Planning Service through the Program Monitoring and Evaluation Division is currently updating the DENR Monitoring and Evaluation (M&E) System in order to ensure effective and efficient monitoring and evaluation of the various programs and projects of the Department.

Several activities have been lined-up by PMED to realize the desired output. Of these, the initial activity involves gathering of feedback from the Regional Planning and M&E personnel, including Finance and Technical personnel, in order to assess the effectiveness of the current M&E System in the Regions, as well as, generate a situational analysis on how monitoring, evaluation, and reporting have been adopted and implemented in the Regions.

For this purpose, an online survey was convened for the selected respondents last November 24 and December 10, 2020. However, with the low turnout of actual respondents from the DENR Management, we will be conducting the survey through a paper-based format.

Thus, may we request each Official to personally accomplish the survey questionnaire, attached herewith. Kindly submit the completed survey forms to the Program Monitoring and Evaluation Division (PMED) on or before December 18, 2020.

Meanwhile, a web-based version of the same survey questionnaire will also be made available until December 18, 2020 if you wish to accomplish it online through this link: <https://forms.gle/DPocXJh5hQGBmzAU9>

For your consideration and usual cooperation.


ATTY. JONAS R. LEONES

Survey Form for Management

Assessment of the M&E System of the Department of Environment and Natural Resources

* Required

1. Email address *

Welcome Respondents!

This Survey Form is intended for DENR Management, comprising:

1. All Undersecretaries
2. All Assistant Secretaries
3. All Bureau Directors
4. All Service Directors (including heads of RBCO and MBCO)
5. All Heads of Attached Agencies

This survey aims to:

1. Determine the current knowledge and skills of key personnel involved in the DENR M&E system and processes;
2. Assess the effectiveness of the existing DENR M&E System and identify the gaps as basis for the design of a revised SOP for the DENR M&E System; and
3. Further gather and address the priority needs of the DENR Offices in order to effectively operationalize the proposed revised SOP thereby improving the quality of monitoring and evaluation of the programs/projects/activities of the Department.

Some Reminders

1. This questionnaire will be made available online on November 24, 2020 from 9:00 AM to 12:00 NN. The respondents are given a maximum of three (3) hours to complete and submit the online survey.
2. This survey form will be closed at exactly 12:00 NN so the respondents are reminded to complete and submit the form on or before the prescribed deadline.
3. The respondents shall answer and submit the survey only once.
4. Questions are answerable by "Yes" or "No" or "Don't know".
5. The respondents are encouraged to provide answers to the best of their knowledge.
6. For inquiries or concerns, the respondents may send an email at ppso.pmed@denr.gov.ph. They may also get in touch with their PMED focal/contact person. PPS-PMED will attend to the concerns the best they can.

Respondent Information

2. Name of Official *

[First name] [Middle initial] [Last name]

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3. Office *

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4. No. of years in current position

No. of years = total no. of months divided by 12

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Survey Questions

Instructions

Questions are answerable by "Yes" or "No" or "Don't know". Please provide answers to the best of your knowledge.

Part I. As part of the Executive Committee

5. Q1. Do you receive copies of the M&E reports prepared by the Department?

Mark only one oval.

Yes

No

Don't know

6. Q2. Are you able to use the Department's M&E reports?

Mark only one oval.

- Yes
- No
- Don't know

7. Q3. Are you able to make sound decisions based on the Department's M&E reports?

Mark only one oval.

- Yes
- No
- Don't know

8. Q4. Do you take part in responding and acting on issues raised by members of the Congress (House and Senate)?

Mark only one oval.

- Yes
- No
- Don't know

9. Q5. What other information and/or reports do you need in order to make informed decisions?

PART II. As a Delivery Unit

10. Q6. Are feedback mechanisms for M&E reporting in place?

Mark only one oval.

- Yes
 No
 Don't know

11. Q7. Does your Office have its own monitoring and evaluation mechanism such as, but not limited to, regular submission of weekly/monthly accomplishment reports, to ensure timely and quality of execution of deliverables?

Mark only one oval.

- Yes
 No
 Don't know

12. Q8. Does your Office receive reports pertaining to operational issues for your action and elevate these to the ExeCom?

Mark only one oval.

- Yes
 No
 Don't know

13. Q9. Does your Office receive reports pertaining to policy gaps and elevate these to the ExeCom?

Mark only one oval.

- Yes
 No
 Don't know

14. Q10. Do you receive reports on issues raised and agreements during stakeholder consultations that need your attention and decision and elevate these to the ExeCom?

Mark only one oval.

- Yes
 No
 Don't know

15. Q11. Are results/outputs of a contract/agreement communicated and reported to your Office?

Mark only one oval.

- Yes
 No
 Don't know

16. Q12. Are you aware of the Standard Operating Procedures (SOP) Manual for Performance Monitoring of DENR Programs and Projects which was issued in 1992 through AO No. 33?

Mark only one oval.

- Yes
 No
 Don't know

17. Q13. Does your Office adopt and implement the Standard Operating Procedures (SOP) for Performance Monitoring of DENR Programs and Projects?

Mark only one oval.

- Yes
 No
 Don't know

18. Q14. DENR Management is able to receive reports on defects in operations which are immediately provided by relevant Offices so that appropriate remedial actions and sanctions are applied.

Mark only one oval.

- Yes
 No
 Don't know

19. Q15. Are you able to utilize the results from M&E reports received by your Office?

Mark only one oval.

- Yes
 No
 Don't know

20. Q16. There is currently a systematic way of tracking the submission of all kinds of monitoring reports that our Office is receiving.

Mark only one oval.

- Yes
 No
 Don't know

21. Q17. Do you think there is a need to harmonize the monitoring and reporting system of the Department, i.e. among all Bureaus, Field Offices, and Central Office?

Mark only one oval.

- Yes
 No
 Don't know

22. Q18. Kindly provide suggestions on how to harmonize the monitoring and reporting system of the Department?

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23. Q19. Please write down your observations and further comments regarding the current DENR M&E system.

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24. Q20. Please write down your suggestions on how the current DENR M&E system can be improved.

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Feedback from Respondents

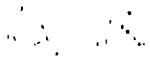
25. How did you find this online survey in terms of relevance?

Mark only one oval.

0 1 2 3 4 5

Not relevant

Very relevant



26. How did you find this online survey in terms of content?

Mark only one oval.

0 1 2 3 4 5

Needs improvement Very satisfactory

27. How did you find this online survey in terms of length?

Mark only one oval.

0 1 2 3 4 5

Either too short or too lengthy Just right

28. If you have other comments or suggestions to further improve this survey, please feel free to indicate in the space below.

End of Survey.

Thank you for participating in this survey.

Your responses are greatly appreciated.

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