



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



BAGONG PILIPINAS

20 MAY 2024

MEMORANDUM

FOR : The REGIONAL EXECUTIVE DIRECTORS
Regions CAR, NCR, 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12 & 13

The REGIONAL FINANCE OFFICER
The REGIONAL PLANNING AND MANAGEMENT OFFICER

FROM : The DIRECTOR
Foreign-Assisted and Special Projects Service

**SUBJECT : SUBMISSION OF THE QUARTERLY REPORT ON THE
CONDUCT OF SPECIAL STUDIES, DESIGN AND
DEVELOPMENT IN SUPPORT OF FORESTRY, MINING AND
ENVIRONMENTAL MANAGEMENT OPERATIONS,
INCLUDING CLIMATE CHANGE RESILIENCE COVERING THE
P500,000.00 UNDER FUND 101.A.02.D**

As part of our oversight and monitoring functions on the use of ₱500,000.00 on the Conduct of Special Studies, Design and Development in Support of Forestry, Mining and Environmental Management Operations, including Climate Change Resilience, we would like to request your respective Offices to attach the following documents when submitting the above-cited report, to wit:

1. Copy of the approved FY 2024 Work and Financial Plan showing the ₱500,000.00 funds provided to each Region (**one-time submission**);
2. Quarterly Financial Utilization Report intended for the FASPs major indicators using the attached reporting format (Annex A) as your guide, duly certified by the Regional Planning and Finance Chiefs and approved by the Regional Executive Director, and;
3. Documentation Report on the utilization of the ₱500,000.00 budget allocation which may include:
 - a. LGIS documentation in the form of video; compilation report, knowledge products, infographics, booklets, and;
 - b. Progress report on the FASPs database including screenshots, no. of uploads and list of uploads;

Please be guided on the prescribed indicators per menu (Annex B) on the utilization of the said amount.

In order to expedite our coordination, monitoring and reporting on the use of aforementioned funds, we would also like to request information of the name, contact and email address of the Regional Focal Person assigned to FASPs.

We would greatly appreciate receiving the requested report **10 days after the end of each quarter.**

Kindly send your reports to our official email address at pamd-faspo@denr.gov.ph not later than the said deadline.

For your usual support and cooperation.


AL O. OROLFO, Ph.D.

cf: OD-PPS
OD-FMS
FASPS-PPD
FASPS-PMED
FASPS-PMD

Annex A

P/A/P	ALLOTMENT (1)	OBLIGATION (2)	DISBURSEMENT (3)	BALANCE (4) (1-2)	% UTILIZATION (5) (2/1)	REMARKS
Proposal Preparation						
Monitoring of Ongoing/ Completed Projects						
Documentation of FASP, Lessons Learned, Good Practices, Innovations and Success Stories						
Establishment and Maintenance of FASPs database/e- FASPS library						
TOTAL						
Prepared by:					Approved by:	
Chief, Planning and Management Division		Chief, Finance Division			Regional Executive Director	

Existing Performance Indicators for GASS and STO

Statement in the FY 2024 Operational Planning Guidelines

An amount of PhP500 thousand per region shall be allocated for any one or combination of **OPTIONS** on the following menu of FASPs major activities: (1) project proposal preparation, (2) monitoring of FASPs ongoing projects, (3) documentation of FASPs lessons learned, good practices, innovations, and success stories (LGIS) of completed projects, and (4) establishment and maintenance of a Regional FASPs e-library (See Annex ___ for Options). Funds allocated for downloading to the PENROs by the concerned regional offices will be based on the number of ongoing and completed projects in their areas of jurisdiction. The List of FASPs is in Annex ___ .

1. **FASPs Proposal Preparation**
 - no. of concept/project proposal developed by RO/PENRO/CENRO, endorsed by ROs to FASPS
 - no. of concept/project proposal developed by partner institutions (e.g. academe, LGUs, NGOs, etc.), evaluated and endorsed by ROs to FASPS
2. **Monitoring of FASPs ongoing projects**
 - No. of monitoring reports on FASPs interventions
 - no. of reports documenting good practices, innovations, success stories of ongoing projects
3. **Documentation lessons learned, good practices, innovations, and success stories (LGIS) of completed FASPs**
 - no. of documentation report of LGIS or Knowledge Product (e.g. coffee table book, video or photo documentation), submitted to FASPS (by Regional Office)
 - no. of reports documenting implementation of FASPs sustainability plan
 - no. of monitoring reports on project interventions being sustained (FASPs without sustainability plan)
4. **Establishment and maintenance of a Regional FASPs e-library**
 - no. of Regional FASPs e-library established and maintained
 - no. of datasets updated
 - knowledge products
 - project fact sheet (NEDA template)
 - project documents (MOA, MOU, Contracts, etc.)
 - Project maps (e.g., geospatial map, shapefiles, etc.)
 - project accomplishments/progress report (e.g., outputs, etc.)
 - technical reports
 - technical bulletin/regional memo orders, etc.
 - project completion reports
 - other project-generated or related outputs

OPTIONS (Annex __)

<p>OPTION 1 - Project Proposal Preparation -</p> <ul style="list-style-type: none"> no. of concept/project proposal developed by RO/PENRO/CENRO, endorsed by ROs to FASPS no. of concept/project proposal developed by partner institutions (e.g. academe, LGUs, NGOs, etc.), evaluated and endorsed by ROs to FASPS 		
<p>Overall Output: Concept/Project Proposal</p>		
Specific Activities	Performance Indicator	Unit Cost (PhP)
Orientation-Consultation on Proposal Preparation	No. of orientation-consultation reports prepared and submitted	Accommodation and food per pax per day/night
Project Scoping - Consultation Meeting and Field Scoping	No. of scoping and consultation reports prepared and submitted	travel and representation expenses per pax
Engagement of Assisting Professionals - Formulation of concept proposal for foreign-assisted funding	No. of contract awarded	75,000.00 (one month engagement)
<p>OPTION 2 - Monitoring of ongoing FASPs</p> <ul style="list-style-type: none"> no. of monitoring reports on FASPs interventions no. of reports documenting good practices, innovations, and success stories of ongoing projects 		
<p>Overall Output: Monitoring/ Documentation Reports</p>		
Specific Activities	Performance Indicator	Unit Cost (PhP)
Field monitoring	No. of monitoring reports submitted quarterly	Cost of travel prescribed per region
Conduct of Survey (e.g., KII, FGD, household interviews, etc.)	No. of reports submitted	Cost of travel prescribed per representation expenses
Photo/Video Documentation/ Testimonials	No. of LGIS reports submitted	20,000.00 (editorial/voice-over)
Procurement of equipment (i.e. camera, drone, accessories)	No. of equipment procured	150,000.00 (small-value equipment not exceeding PhP49,999 per item)

OPTION 3 - Documentation of lessons learned, good practices, innovations, and success stories (LGIS) of completed FASPs

- no. of documentation reports of LGIS or Knowledge Products (e.g. coffee table book, video or photo documentation), submitted to FASPs (by Regional Office)
- no. of reports documenting implementation of FASPs sustainability plan
- no. of monitoring reports on project interventions being sustained (FASPs w/ no sustainability plan)

Overall Output: Knowledge Products (KP), Reports

Specific Activities	Performance Indicator	Unit Cost (PhP)
<p>A. Preparation of Terms of Reference (defines scope or extent of documentation; May be dictated by the number of projects and area coverage. Can be packaged from conceptualization until submission of camera-ready Report/KP, including photo/video documentation, or with printed copy)</p>	<p>No. of TOR developed</p>	<p>In-House</p>
<p>Engagement of Assisting Professional</p>	<p>No. of contracts awarded</p>	<p>100,000 - 450,000 (Dependent on TOR)</p>
<p>B. Photo/Video Documentation/ Testimonials</p>	<p>No. of photo/video documentation on status of FASPs sustainability plan implementation submitted</p> <p>No. of photo/video documentation on status of FASPs interventions being sustained (FASPs with no sustainability plan)</p>	<p>20,000.00 (editorial/voice-over)</p> <p>20,000.00 (editorial/voice-over)</p>
<p>Procurement of equipment (i.e. camera, accessories)</p>	<p>No. of equipment procured</p>	<p>PhP45,000.00 (small-value equipment not exceeding PhP49,999 per item)</p>

OPTION 4 - Establishment and maintenance of a Regional FASPs e-library (lodged at DENR regional web server

- no. of Regional FASPs e-library established and maintained
- no. of updated datasets uploaded

- knowledge products (e.g. FASPs videos, CEPA materials, etc)
- project fact sheets (NEDA template)
- project documents (MOA, MOU, Contracts, etc.)
- Project maps (e.g., geospatial maps, shapefiles, etc.)
- project accomplishments/progress reports (e.g., outputs, etc.)
- technical reports
- technical bulletins/regional memo orders, etc.
- project completion reports
- other project-generated or related outputs

Overall Output: Regional FASPs e-library functional

Specific Activities	Performance Indicator	Unit Cost (PhP)
Hiring of staff with experience in Content Management System, i.e., Drupal or Joomla	No. of contracts awarded	120,000.00 (20,000.00/month)
Procurement of equipment (i.e. scanner)	No. of equipment procured	30,000-49,999/unit

Assumption: Region has existing computer unit compatible with XAMPP & Drupal CMS