



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



**23 JUL 2024**

**MEMORANDUM**

**FOR : THE REGIONAL EXECUTIVE DIRECTOR**  
Regions CAR, NCR, 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, and 13

**ATTN : REGIONAL FINANCE OFFICER**  
**REGIONAL PLANNING AND MANAGEMENT OFFICER**  
**REGIONAL FASPS FOCAL PERSON/UNIT**

**FROM : THE DIRECTOR**  
Foreign-Assisted and Special Projects Service

**SUBJECT : ADDENDUM TO THE MEMORANDUM DATED 20 MAY 2024 ON**  
**THE SUBMISSION OF 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.02D**

In addition to the Memorandum issued by this office on 20 May 2024 (see attached), be informed that along with your submission of the Quarterly Financial Utilization (Annex A), please be guided on the following in reference to the downloaded funds relative to the PAP - Conduct of Studies, to wit:

1. Project Proposal Preparation
  - o All concept/project proposals for submission to FASPS must have endorsement from the Regional Office.
  - o Project proposals for Special Projects must adhere to the template prescribed in the Memorandum Circular No. 2016-02.
  - o For concept/project proposals for possible foreign funding, please see Annex B for the template.
2. Monitoring and Assessment of Ongoing and Completed FASPs
  - o Please see Annex C for the monitoring report template
3. Documentation of Lessons Learned, Good Practices, Innovations, and Success Stories (LGIS) of Completed FASPs
  - o LGIS documentation can be in the form of video, compilation report, knowledge products, infographics, and booklets
  - o In documenting and highlighting LGIS, please be guided by the following definitions/principles:
    - i. Lessons Learned
      - Learnings gained from the process of implementing the project, which may be identified and documented at any point during the project's life cycle.
      - Categorize lessons learned as to - (a) scope, (b) cost, (c) quality, (d) time, (e) procurement, (f) communication, (g) human resources, and (h) risk management

**MEMO NO. 2024 -644**

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Philippines  
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ii. Good Practices

- Procedures borne out of the project that are accepted or prescribed as being correct and most effective
- Criteria:
  - a. **Replicability:** Have the potential to be replicated and be adaptable to similar objectives in varying situations, should be easy to learn and to implement
  - b. **Sustainability:** Show social, cultural, economical, and environmental sustainability
  - c. **Impact:** Demonstrate tangible contribution and impact to the achievement of the goals, may it be medium-term or long-term
  - d. **Partnerships:** Demonstrate desirable outcomes as a result of effective partnerships between or among the government, public, private, and civic society organizations

iii. Innovations

- Refers to the creation of new ideas that result in the development of new or improved products, processes, or services
- Could be a strategy, process, technology, tangible finished product

iv. Success Stories

- Refer to the accounts of the achievements and outstanding performance of the project

4. Establishment and Maintenance of Regional FASPs database/e-Library

- Progress report on the FASPs database including screenshots, links, number of uploads, and list of uploads
- Checklist of datasets uploaded to the database/e-Library
  - i. knowledge products (e.g. FASPs videos, CEPA materials, etc)
  - ii. project fact sheets (NEDA template)
  - iii. project documents (MOA, MOU, Contracts, etc.)
  - iv. Project maps (e.g., geospatial maps, shapefiles, etc.)
  - v. project accomplishments/progress reports (e.g., outputs, etc.)
  - vi. technical reports
  - vii. technical bulletins/regional memo orders, etc.
  - viii. project completion reports
  - ix. other project-generated or related outputs

For your information and guidance.

  
AL O. OROLFO, Ph.D., CESO III

**Annexes:**

- Annex A: Quarterly Financial Utilization Report
- Annex B: Concept Paper Template
- Annex C: Monitoring and Assessment of Ongoing and Completed Projects

**Copy Furnished:**

- Director, Policy and Planning Service
- Director, Financial and Management Service

**Annex A**

<b>P/A/P</b>	<b>Allotment ('000)</b>	<b>Obligation ('000)</b>	<b>Disbursement ('000)</b>	<b>Balance ('000)</b>	<b>% Utilization</b>	<b>Remarks</b>
Project Proposal Preparation						
Monitoring and Assessment of Ongoing and Completed FASPs						
Documentation of Lessons Learned, Good Practices, Innovations, and Success Stories (LGIS) of Completed FASPs						
Establishment and Maintenance of Regional FASPs database/ e-Library						

Prepared by:

[Name]  
[Designation]

Noted by:

[Name]  
Chief Planning and Management Division

[Name]  
Chief, Finance Division

Approved by:

[Name]  
Regional Executive Director

### CONCEPT PAPER TEMPLATE

Proposed Title:	
Proponent:	
Sector/ Sub-sector:	
Thematic Areas:	
Geographic Location:	
Ecological Unit:	
Primary Beneficiary/ Stakeholder:	
Implementing Organizations:	
Duration (years):	

#### I. Brief Background and Significance of the Project:

What and where is the community?

- Relevant background information about the country/region, community relative to the project idea.
- Inventory of existing conditions or state of the environment and other important background information (PESTLE), including the review of relevant policies to determine the knowledge gap, that will justify the project, relevance of the project to the government priorities
- Explain the organizational strength and capacity in addressing the problem (SWOT/C).

What is the main problem to be addressed and who are affected?

- Based on the problem analysis
- Statement of the core problem to be addressed with overview of its causes and effects.

What is the level of need and how does this impact those affected?

- Alignment to the sectoral priorities and emerging issues
- Brief description of proposed interventions and the possible benefits (Based on the synthesized objective tree analysis/solution tree and logical framework and stakeholders' analysis)
- Brief discussion on the possible sustainability measures of the proposal.
- Are there gender important dimensions to the problem?

#### II. General and Specific Objectives

- Based on the synthesized objective tree analysis/solution tree and logical framework

#### III. Expected Outputs

- Based on the synthesized objective tree analysis/solution tree and logical framework, formulate the tangible major outputs

#### IV. Timeline and Activities (Gantt Chart)

- Major Activities with Time Frame in Table

<b>MAJOR ACTIVITIES</b>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>
<b>COMPONENT 1</b>				
OUTPUT 1.1				
Activity 1.1.1				
Activity 1.1.2				
OUTPUT 1.2				
Activity 1.2.1				
Activity 1.2.2				
<b>COMPONENT 2</b>				
OUTPUT 2.1				
Activity 2.1.1				
Activity 2.1.2				
OUTPUT 2.2				
Activity 2.2.1				
Activity 2.2.2				

**V. Estimated Budget Requirement**

- Major Activities with the corresponding estimated budget

<b>MAJOR ACTIVITIES</b>	<b>BUDGET REQUIREMENT</b>
<b>COMPONENT 1:</b>	
OUTPUT 1.1	
Activity 1.1.1	
Activity 1.1.2	
OUTPUT 1.2	
Activity 1.2.1	
Activity 1.2.2	
<b>COMPONENT 2:</b>	

<b>MAJOR ACTIVITIES</b>	<b>BUDGET REQUIREMENT</b>
OUTPUT 2.1	
Activity 2.1.1	
Activity 2.1.2	
OUTPUT 2.2	
Activity 2.2.1	
Activity 2.2.2	
<b>Total</b>	

#### VI. Logical Framework Matrix (Summary)

- Refer to the 4x4 Matrix from the log frame formulation.

<b>Project Strategy</b>	<b>Objectively Verifiable Indicator (OVI)</b>	<b>Means of Verification (MOVs)</b>	<b>Important Assumptions</b>
<b>Goal</b> Overall aim of the project/ contribution of the project to the sectoral/societal agenda	How will achievements of goal be measured?	How will the information for the indicators be collected and validated?	
<b>Outcome</b> What will be achieved, who will benefit and by when	How will achievements of outcome be measured?	How will the information for the indicators be collected and validated?	External conditions which are beyond the control of the project needed to get results
<b>Outputs</b> Immediate results in the form of products, goods or services the project will generate	How will achievements of outputs be measured?	How will the information for the indicators be collected and validated?	External conditions which are beyond the control of the project needed to get results
<b>Activities and Inputs</b> What tasks need to be done for the outputs to be produced and the resources needed	How will achievements of activities be measured?	How will the information for the indicators be collected and validated?	External conditions which are beyond the control of the project needed to get results

**Annex C**

**MONITORING AND ASSESSMENT OF ONGOING AND COMPLETED PROJECTS**  
*(Conduct of Special Studies, Design and Development in Support of Forestry, Mining and Environmental Management Operations, including Climate Change Resilience)*

<b>I. Profile</b>	
Project Title	
Project Cost	
Funding Source	
Implementing Agency	
Sector/Sub-sector	[Identify which sector the project belongs]
Project Location	[Enumerate the project sites monitored, up to barangay level if applicable]
Beneficiaries	[Enumerate the names of beneficiaries engaged, if applicable]
Background	[Short description of the project and its objectives]
<b>II. Project Status</b>	
Financial Accomplishment (for ongoing projects)	
Physical Accomplishment	[Write in this section the status of each project output, highlighting notable accomplishments and milestones at the time of the monitoring period]
Challenges	[Write in this section the challenges and issues in terms of implementation, if ongoing projects; or challenges and issues in terms of sustaining project gains, if completed projects]
Recommendations	[Write in this section recommendations/actions to be taken]
<b>III. Photo Documentation</b>	[Insert photos, preferably geotagged photos]
<b>IV. Attachments</b>	[List all the documents that will be attached to this report] - Annex 1: [Name of document]

**Prepared by:****Noted by:**[Name]  
[Designation][Name]  
[Designation]**Date of Field Monitoring:****Date of Submission:**



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



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.

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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](mailto: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

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