



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



MEMORANDUM

TO : **The Bureau Directors**
Ecosystems Research and Development Bureau
Biodiversity Management Bureau
Forest Management Bureau

The Service Directors
Policy and Planning Service
Human Resource Development Service
Strategic Communication and Initiatives Service
Knowledge and Information Systems Service

FROM : **The Undersecretary**
Policy, Planning and International Affairs

SUBJECT : **NCI-SRD UPDATED QUALITY MANAGEMENT SYSTEM
ON THE CREATION AND APPROVAL PROCESS OF THE
CONVERGENCE AREA DEVELOPMENT PLAN (CADP)**

DATE : **AUG 05 2024**

May we respectfully transmit a copy of the NCI-SRD updated Quality Management System on the Creation and Approval Process of the Convergence Area Development Plan (CADP). This aims to standardize and properly document the processes undertaken by the NCI-SRD in the creation and approval of a CADP.

Office	No. of copies
ERDB, BMB, FMB PPS, HRDS, KISS, SCIS, FASPS	1 copy per office

In addition, the proposed convergence briefer template has been updated and may be accessed via <https://tinyurl.com/CAbriefer>.

For other concerns, please call NCI SRD National Secretariat at telephone number 89288741 local 2275 or via email at ncisrd@da.gov.ph.

For your information and reference, please.


ATTY. JONAS R. LEONES

MEMO NO. 2024 - 694



Provision of the updated Quality Management System on the Creation and Approval Process of the Convergence Area Development Plan (CADP)

DA NCISRD <ncisrd@da.gov.ph>
To: "Usec. Jonas Leones, Ceso I" <ouppia@denr.gov.ph>
Cc: ermalyncu03@gmail.com

Tue, Jul 23, 2024 at 10:54 AM

Dear Usec. Leones:

Good day!

This refers to strengthening the coordination and collaboration mechanisms of the NCI-SRD National and Regional Secretariats. These mechanisms aim to foster on-time compliance and improved outputs related to the Convergence Areas and Convergence Area Development Plans (CADP).

In this regard, the office of the undersigned provides you a copy of the updated Quality Management System on the Creation and Approval Process of the Convergence Area Development Plan (CADP) for dissemination to the Component Working Group (CWG) members and Regional Convergence Initiative Technical Working Group (RCI TWG) members and secretariat for their perusal. It aims to standardize and properly document the processes undertaken by the NCI-SRD in the creation and approval of a CADP, and update section 8 of the NCI-SRD Procedural Manual. The necessary forms, manual, and database to guide you in your proposed convergence area or CADP are attached in the QMS.

Moreover, kindly note that the proposed convergence area briefer template has been updated. Thus, all succeeding proposals must use the updated briefer template which can be accessed via <https://tinyurl.com/CAbriefer>.

For other clarifications and concerns, your staff may contact Ms. Justine Devela or Ms. Ermalyn Cruz of the National Secretariat at tel. nos. (632) 8928 8741 to 64 local 2275 or (632) 8681 7308 or email us at ncisrd@da.gov.ph.

Thank you for your continuous support to the NCI-SRD.

Yours Truly,

JUSTINE Q. DEVELA
Deputy Head



NCI-SRD National Secretariat

phone: (632) 8928 8741 to 64 local 2275 or (632) 8681 7308
website: ncisrd.da.gov.ph
address: 2nd Floor, Bureau of Soils and Water Management,
Visayas Avenue corner Elliptical Road, Diliman, Quezon City

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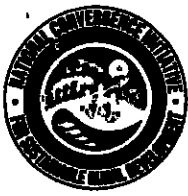
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2 attachments

NCI-SRD QMS for Creation and Approval of CADP.pdf
3463K

219 Letter to Usec Leones dated July 15, 2024.pdf
423K



LETTER

Reference Code:	NCI-SRD_FR_029_3
Reference No.:	NCI-SRD-7-2024-219
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15 July 2024

ATTY. JONAS R. LEONES, CESO I

Undersecretary for Policy, Planning and International Affairs
Department of Environment and Natural Resources (DENR)
Visayas Avenue, Diliman, Quezon City

Dear Undersecretary Leones:

This refers to strengthening the coordination and collaboration mechanisms of the NCI-SRD National and Regional Secretariats. These mechanisms aim to foster on-time compliance and improved outputs related to the Convergence Areas and Convergence Area Development Plans (CADP).

In this regard, the office of the undersigned provides you a copy of the updated Quality Management System on the Creation and Approval Process of the Convergence Area Development Plan (CADP) for dissemination to the Component Working Group (CWG) members and Regional Convergence Initiative Technical Working Group (RCI TWG) members and secretariat for their perusal. It aims to standardize and properly document the processes undertaken by the NCI-SRD in the creation and approval of a CADP, and update section 8 of the NCI-SRD Procedural Manual. The necessary forms, manual, and database to guide you in your proposed convergence area or CADP are attached in the QMS.

Moreover, kindly note that the proposed convergence area briefer template has been updated. Thus, all succeeding proposals must use the updated briefer template which can be accessed via <https://tinyurl.com/CAbriefer>.

For other clarifications and concerns, your staff may contact the Ms. Justine Devela or Ms. Ermalyn Cruz of the National Secretariat at tel. nos. (632) 8928 8741 to 64 local 2275 or (632) 8681 7308 or email us at ncisrd@da.gov.ph.

Thank you for your continuous support to the NCI-SRD.

Yours truly,

ENGR. ROGER V. NAVARRO

Undersecretary for Operations and Agri-Fisheries Mechanization, Department of Agriculture (DA) and DA Permanent Alternate Representative, National Steering Committee (NSC), and National Focal Person, NCI-SRD



REPORT

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**NCI-SRD Quality Management System Procedure
for the Creation and Approval of a Convergence Area Development Plan (CADP)**

1. OBJECTIVE

This procedure aims to standardize and properly document the processes undertaken by the NCI-SRD in the creation and approval of a Convergence Area Development Plan (CADP), and update section 8 of the NCI-SRD Procedural Manual.

2. SCOPE

This procedure applies to the NCI-SRD Working Group members, National Secretariat, Regional Convergence Initiative Technical Working Group members (RCI TWG), and Regional Secretariat.

3. DEFINITION OF TERMS

3.1 Convergence - integration, complementation, harmonization and optimization of institutional, technical, financial and human resources

3.2 Convergence Area (CA) - physical area where the NCI-SRD is implemented, which is identified based on selection criteria, supported by a CADP, proposed by the Local Government Unit (LGU), and approved by the National Steering Committee (NSC)

3.3 Convergence Area Development Plan (CADP) - comprehensive plan that contains the strategies, programs, activities, and projects that will promote holistic and sustainable management of all resources within the convergence area

3.4 Convergence Initiative - complementation of efforts and resources between and among the DA, DAR, DENR, DILG, LGU and relevant stakeholders to promote and harmonize the delivery of Agriculture, Forestry and Fisheries development services towards sustainable rural development

3.5 CADP Manual of Operations - contains the general guidelines and processes that will guide relevant NCI-SRD stakeholders especially the Regional Convergence Initiative Technical Working Groups (RCI TWG), Provincial, City and Municipal (P/C/M) CI TWG on the implementation of projects, activities and programs (PAP) in convergence areas using the ridge-to-reef approach



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4. REFERENCE DOCUMENTS

The following are the reference guide for the checklist, manual, and database related to the creation and approval of the CADP:

Type	Title of Document	Purpose	Access
Checklist	Adequacy Review Checklist	Template for review of CADP	https://bit.ly/CADPchecker
Manual	Convergence Area Development Plan (CADP) Manual of Operations	Guidelines on the development of a CADP	https://tinyurl.com/CADPManOps2022 or https://bit.ly/CADPManOps2022
Database	Convergence Areas Monitoring System	Monitoring system for proposed CA, existing CA, CA with valid CADP, and CA with lapsed CADP	https://tinyurl.com/CADPtracker or https://bit.ly/CADPtracker

5. DETAILS

5.1 Proposals for Convergence Areas

- a. A call for convergence area proposals shall be disseminated by the National Secretariat every January of each year;
- b. Proposals for a new convergence area shall emanate from the concerned LGUs or the formed P/C/MCI TWG following the selection criteria stipulated in Sections 2.3.2 to 2.3.3 and endorsement of evaluation results by the P/C/MCI TWG stipulated in Section 2.3.3.2 of the CADP Manual of Operations 2022 to be validated by the RCI TWG;
- c. The RCI TWG shall endorse proposals for new convergence areas to the National Focal Person (NFP) through a formal endorsement letter with the following attachments:
 - i. RCI TWG Resolution endorsing the proposed convergence area;
 - ii. Convergence Area briefer based on the prescribed template; and
 - iii. Endorsement letter or resolution of the Sangguniang Bayan/Panlalawigan or the P/C/MCI TWG.



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5.2 Approval of Convergence Areas

- a. The proposed convergence area briefer will be reviewed by the National Technical Working Group (NTWG) during their regular quarterly meetings;
- b. The National Secretariat shall endorse to the concerned RCI TWG and P/C/MCI TWG the comments of the NTWG 7 days after its regular quarterly meeting, if any, for the revision of the concerned RCI TWG and P/C/MCI TWG within 20 working days;
- c. The Policy and Advocacy (PA) Component Working Group (CWG) shall review the convergence area briefer. It shall also prepare and endorse to the NTWG the draft policy resolution approving the convergence area during its regular meetings;
- d. The NTWG shall conduct a final technical review of the proposed/revised convergence area briefer and corresponding policy resolution approving the convergence area during its regular meetings and endorse the same to the NSC;
- e. The NSC to approve proposals for new convergence areas through the issuance of a corresponding NCI-SRD joint policy resolution during its regular meetings;
- f. The National Secretariat shall disseminate the approved NCI-SRD policy resolution to the concerned RCI TWG for appropriate action, and upload it to the NCI-SRD website.

5.3 CADP Formulation

- a. The RCI TWG shall proceed with the preparation and drafting of the CADP of the newly approved convergence area following the outline and guidelines indicated in the CADP Manual of Operations 2022. RCI TWGs may include other sections/elements in the CADP, as may be appropriate or necessary;
- b. CADP workshops and writeshops may be conducted to support the drafting of the CADP of the newly approved convergence areas based on the request of the RCI TWG, which shall be funded by the National Secretariat and/or the RCI TWG, subject to the availability of funds;
- c. Draft CADPs produced from the workshops and writeshops shall be finalized by the RCI TWG with the P/C/MCI TWGs, as may be appropriate;
- d. Final draft CADPs shall be technically reviewed and validated by the RCI TWG before its formal endorsement to the NFP;
- e. Final draft CADPs shall be endorsed by the RCI TWG to the NFP through a formal endorsement letter with the following attachments:
 - i. Soft copy (PDF format) of the final draft CADP; and
 - ii. resolution of the Sangguniang Bayan/Panlalawigan or the P/C/MCI TWG.



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5.4 Approval of the CADPs

- a. The NFP shall endorse the final draft CADP to the four component working groups for their inputs and recommendations in relation to their functions and mandates using the initial adequacy review checklist within 7 working days;
- b. The National Secretariat shall endorse comments of the CWGs, if any, and provide a consolidated initial adequacy checklist review for the revision of the concerned RCI TWG and P/C/MCI TWG within 20 working days;
- c. The National Secretariat shall provide a final adequacy checklist review for the CADP within 20 working days upon the revision and endorsement of the concerned RCI TWG;
- d. The PA CWG shall prepare and endorse the draft policy resolution approving the proposed CADP for implementation and funding of its PAPs;
- e. The RCI TWG and P/C/MCI TWG shall be formally invited by the National Secretariat to present its CADP during an NTWG regular meeting;
- f. The RCI TWG and P/C/MCI TWG shall prepare their summarized presentation of the CADP with the following outline:
 - i. Introduction/ Background/Rationale of the Convergence Area (3 minutes);
 - ii. Area Situation including challenges with maps and photos (3 minutes);
 - iii. Vision, Mission, Goals, and Objectives Statement (3 minutes);
 - iv. Major interventions addressing the challenges with an illustration of the master plan (3 minutes);
 - v. Plan Implementation - Five-Year Work and Financial Plan summary (3 minutes)
- g. The NTWG shall conduct a final technical review of the final draft CADP and corresponding NCI-SRD resolution approving the CADP for implementation and funding of its P/A/Ps with the RCI TWG and P/C/MCI TWG in attendance and endorse to the NSC;
- h. The RCI TWG and P/C/MCI TWG shall revise the final draft CADP as may be required prior to the NSC's regular scheduled meeting and submit the revised final draft CADP to the National Secretariat;
- i. The NSC to approve the final draft CADP through the issuance of an NCI-SRD resolution approving the CADP for implementation and funding of its P/A/Ps during its regular meeting;
- j. The National Secretariat shall disseminate the approved NCI-SRD policy resolution to the concerned RCI TWG for appropriate action, and upload it to the NCI-SRD website.



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5.5 Key Steps Flow Chart

Activity	Responsibility	Description
START	National Secretariat	1. Issuance of call for proposals through a memorandum
Draft	P/C/MCI TWG	2. Draft of the proposed convergence area briefer and endorsement letter or resolution of the Sangguniang Bayan/Panlalawigan or the P/C/MCI TWG.
Evaluate and Review	RCI TWG	3. Evaluation and review of the proposed convergence area briefer 4. Finalization of the convergence area briefer 5. Draft of an RCI TWG Resolution
For revision (Y)	RCI TWG	6. Submission of an endorsement letter to the NFP with: a. RCI TWG Resolution b. Briefer of proposed convergence area c. Endorsement letter or resolution of the Sangguniang Bayan/Panlalawigan or the P/C/MCI TWG.
Submit (N)	National Secretariat	7. Record the submission via the CA database 8. Endorsement to the PA CWG through their regular meeting 9. Endorsement to the NTWG through their regular meeting
Record	PA CWG	10. Review the proposed convergence area briefer and draft a resolution approving the convergence area and the drafting of its CADP 11. Endorsement of the resolution to the NTWG
Draft	NTWG	12. Review of the endorsed convergence area briefer and resolution 13. Endorsement of the convergence area briefer and resolution to the NSC
Review	NSC	14. Approval of a convergence area and the drafting of its CADP through a resolution
For revision (Y)		
Approve (N)		

Legend: Proposals for Convergence Areas CADP Formulation
 Approval of Convergence Areas CADP Approval



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Activity	Responsibility	Description
Workshop	RCI TWG CD CWG National Secretariat	15. Conduct a CADP Workshop and/or Writeshop with the P/C/MCI TWG
Draft	P/C/MCI TWG	16. Drafting of the CADP
Review	RCI TWG	17. Review of the initial draft CADP 18. Finalization of the draft CADP
For revision (Y)	RCI TWG	19. Submission of an endorsement letter to the NFP with: a. Soft copy (PDF format) of the final draft CADP b. resolution of the Sangguniang Bayan/Panlalawigan or the P/C/MCI TWG.
Submit		
Record	National Secretariat	20. Recording of the submission via the CA database 21. Endorsement to the PA CWG through their regular meeting 22. Endorsement to the CWG through their respective emails 23. Endorsement to the NTWG through their regular meeting 24. Initial review of the submitted documents and draft CADP
Review		
For revision (Y)	CWG	24. Review of the draft CADP
Draft	PA CWG	25. Drafting of a resolution approving the convergence area and the drafting of its CADP 26. Endorsement of the resolution to the NTWG
Present	RCI TWG P/C/MCI TWG	27. Present the CADP presentation during the NTWG meeting
Review		
For revision (Y)	NTWG	28. Review of the presented CADP 29. Endorsement of the CADP and resolution to the NSC
Approve	NSC	30. Approval of a convergence area and the drafting of its CADP through a resolution
END		

Legend: Proposals for Convergence Areas CADP Formulation
 Approval of Convergence Areas CADP Approval



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5.6 Procedure Flow Chart

Responsible	Key Steps	Interfaces
National Secretariat P/C/MCI TWG RCI TWG	START Proposals for Convergence Areas	1. Call for Proposals 2. NCI-SRD institutional video and briefer 3. CADP Manual of Operations 4. Endorsement letter with: a. RCI TWG Resolution b. Briefer of proposed convergence area c. Endorsement letter or resolution of the Sangguniang Bayan/Panlalawigan or the P/C/MCI TWG. 5. CA database
PA CWG NTWG NSC National Secretariat	Approval of Convergence Areas	1. Final draft Convergence Area Briefer 2. Policy Resolution 3. CA database
P/C/MCI TWG RCI TWG CD CWG National Secretariat	CADP Formulation	1. CADP Manual of Operations 2. CADP Workshop 3. CADP Writeshop 4. Initial draft CADP 5. Data/Maps/Other references 6. CA database
CWG NTWG NSC National Secretariat	CADP Approval	1. Endorsement Letter to the NFP a. Soft copy (PDF format) of the final draft CADP b. resolution of the Sangguniang Bayan/Panlalawigan or the P/C/MCI TWG. 2. Adequacy Review Checklist 3. Presentation of CADP 4. Final draft CADP 5. Policy Resolution 6. CA database
	END	

6 ATTACHMENTS

< none >



Republic of the Philippines
DA - DAR - DENR - DILG

**National Convergence Initiative for Sustainable Rural
Development (NCI-SRD)**

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7 FORMS

Type	Title of Document	Purpose	Access
Form	Convergence Area Briefer	Template for proposed convergence areas	https://tinyurl.com/CAbriefer or https://bit.ly/CAbriefer

8 APPROVAL

Prepared by:

[Signature]
JUSTINE Q. DEVELA
 Deputy Head, National Secretariat
 NCI-SRD

Reviewed by:

[Signature]
KAREN KRISTINE A. ROSCOM, PFT, PhD
 Director, Bureau of Agriculture and
 Fisheries Standards and
 Head, National Secretariat, NCI-SRD

Approved by:

[Signature]
ENGR. ROGER V. NAVARRO
 Undersecretary for Operations and Agri-Fisheries Mechanization,
 Department of Agriculture and
 DA Permanent Alternate Representative, National Steering Committee, and
 National Focal Person, NCI-SRD