



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

APR - 3 1989

SPECIAL ORDER
No. 316
Series of 1989

SUBJECT: Performance Review Meeting of All Foreign-Assisted Projects Under Cluster 3 as per Memo Circular No. 2 dated 01 February 1989

In connection with the above subject,, the following DENR Officials/employees are hereby authorized and enjoined to attend a one-day meeting on April 12, 1989 (from 9:00 A.M. to 4:00 P.M.) at the DENR Training Center.

A. Project Presentor/Reviewee

- | | |
|---------------------------|------------------------------|
| 1. PM Crisologo A. Tagupa | 6. Planning Officer, CUP |
| 2. PM Renato Rivera | 7. Planning Officer, AVWDP |
| 3. PM Dionisio Battad | 8. Planning Officer, DIP III |
| 4. PM Wilfredo Obien | 9. Planning Officer, MMWDP |
| 5. APM Fred Colina | 10. Vangie Arcenas, BIPP |

B. Project Review Panel

- | | |
|-----------------------------|---------------------------------|
| 1. USEC Ricardo M. Umali | 6. RED Roberto Hilario (R-11) |
| 2. USEC Victor O. Ramos | 7. RED Guillermo Ferraris (R-7) |
| 3. ASEC Lirio T. Abuyuan | 8. RTD Jose Lechoncito (R-11) |
| 4. ASEC Bernardo S. Agaloos | 9. RTD Doroteo Antonio (R-7) |
| 5. ASEC Renato S. de Rueda | 10. Dir. Cirilo B. Serna |
| | 11. For. Romeo Acosta |

C. Project Review Coordinators

1. SC Jose R. Gapas
Project Management and Coordination Service
FASPO
2. SC Rodrigo U. Fuentes
Project Design and Packaging Service
FASPO
3. For. Rosario P. Labaro
Chief, Project Coordination Division
4. For. Maximo F. Soriano
Chief, Project Accounts Management Division

CONCEPT PAPER ON THE PROPOSED CLUSTER 3 MEETING/WORKSHOP

ACTIVITY TITLE : Cluster 3 Meeting/Project Review of Foreign-Assisted Projects in the Visayas and Mindanao Regions

JUSTIFICATION/ RATIONALE : To effect regular performance review of Foreign-assisted Projects currently implemented in the Visayas and Mindanao Regions which is an offshoot of agreements made during the Project/Managers Meeting in Nov. 1988 (that Project Implementation Units shall be provided regular access and interaction with DENR Officials) and as institutionalized by DENR Memo Circular No. 2 dated 01 February 1989.

OBJECTIVES :

General

1. To provide regular access and interaction to Project Implementing Units and thereby establish good rapport and harmonious working relationship between Project Implementing Offices and DENR Management.
2. To improve monitoring and/or coordination of FAPs implementation.

Specific

1. To brief Project Implementing Units/Offices on the effectiveness and efficiency in the use of S-curves, Bell curves and Gantt charts as management tools for evaluation of project performance, and as gauge for project status.
2. To assess the Project's Work and Financial Plan for CY 1989.
3. To identify and provide solutions to problems and issues seriously affecting project implementation (management and administration).

AGENDA

1. Briefing/workshop on the use/preparation of S-curves, Bell curves and Gantt charts for project performance assessment/evaluation.
2. 1989 Work and Financial Plans
 - 2.1 Review of Set Targets
 - 2.2 Adoption of the Standard Unit of Work Measure Prescribed at the Strategic Planning Workshop in January 1989
3. Problems/Issues Affecting Project Implementation

MECHANICS

Participants to the Cluster 3 Meeting are approximately 27 to be composed of four (4) groups namely: Project Presentors/Reviewers (Project Managers/Planning Officers), Project Review Panel (the USEC for Planning, Policy and Project Management and the USEC for Field Operations; the ASEC for Foreign-Assisted and Special Projects and the ASECs for Visayas and Mindanao Operations; the Regional Technical Directors for Forestry of Region 7 and 11 and the FMB Division Chief for Reforestation), Cluster Coordinators (Service Chief for Project Management and Coordination and the Service Chief for Project Design and Packaging, the Division Chief for Project Coordination and Monitoring and the Division Chief for Accounts Management) and the Technical Secretariat which shall consist of the Section Chief for Visayas, Mindanao and National Projects and the Desk/Monitoring Officers for the projects afore-cited.

Methodology for this Cluster 3 meeting shall be as follows:

1. The meeting shall be conducted for one-day only, from 9:00 a.m. to 5:00 p.m.
2. Morning Session shall be devoted to the presentation of the Project's Accomplishment and Performance (cumulative and for CY 1986) by the Project Managers and the discussion of problems/issues seriously affecting the management and administration of their Projects. A maximum of 25 minutes shall be allotted for each of the three presentation.

After each Presenter, an Open Forum or free discussion would follow where Review Panelists are expected to comment or react on the Project Report presented. Moderator for the morning session shall be EC Jose E. Gapas.

3. Afternoon Session shall center on the briefing/discussion on the preparation and use of S-curves and Bell curves, after which the Planning Officers under the close supervision of their respective Project Managers, shall actually prepare their individual Project's S-curves and/or Bell curves. Mr. Rod Fuentes shall be the presenter for this while Ma. Labaro shall act as the Moderator.

The remaining part of the afternoon session shall be spent on the discussion of target-setting/gantt-charting of Project activities and Financial Requirement/Disbursement as indicated in their 1989 Work and Financial Plan.

Proceedings for this Cluster meeting shall be the joint responsibility of the Desk/Monitoring Officers from the PCD and PAMB.

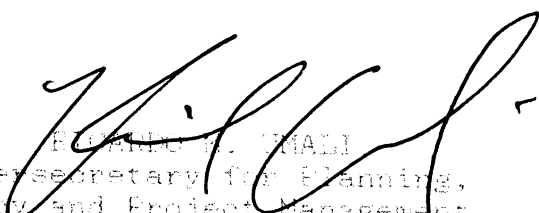
SCHEDULE/VENUE : April 12, 1989
DENE Training Center

D. Technical/Administrative Secretariat

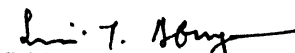
1. Jose M. Regunay
2. Emma P. Cabrera
3. Noel C. Padilla
4. Sarah Jane C. Taming
5. Michael C. Bautista
6. Prudencio B. Calado III
7. Marlon M. Cardinosa/Roberto M. Gavino
8. Allan L. Gonzales
9. Sandra Benito

Travelling and other expenses shall be authorized for participants stationed outside Metro Manila, subject to the usual accounting and auditing rules and regulations. Expenses for catering and other incidental costs shall be charged against the RASPC funds.

This Order shall take effect immediately.


RICARDO V. MALLI
Undersecretary for Planning,
Policy and Project Management

RECOMMENDING APPROVAL:


LIRIO T. ABUYUAN
Asst. Secretary for Foreign-
Assisted and Special Projects