



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

SPECIAL ORDER
NO. 136
Series of 1993

FEB 0 5 1993

**SUBJECT: DESIGNATING THE MONITORING AND EVALUATION OFFICERS
OF ENR-SECAL PROGRAM AT DIFFERENT MANAGEMENT
LEVELS**

In the interest of the service and in view of the need to establish responsibilities, strengthen coordination and linkages among Monitoring and Evaluation Officers of ENR-SECAL Projects at every management level thereby systematize reporting and feedback of information on the progress and impact of activities, the following personnel are hereby designated as project monitoring and evaluation officers of ENR-SECAL:

1. Program Management Office (PMO) Desk Officers

Region 1 : IRENE E. CUSTODIO (RRMP)

CAR : ARSENIA SAN DIEGO (RRMP)
ELLEN APOLONIO (Finance)

Region 2 : EMMANUEL ESGUERRA (RRMP)
PERCIVAL CARDONA (MEC)
MARILOU TIBOR (Finance)

Region 4/NCR : GLADYS CABLAYAN (MEC)

Region 7 : PERCIVAL CARDONA (MEC)

Region 8 : RODOLFO FERNANDEZ (MEC)
MELANIE BOLINA (Finance)

Region 9 : CECILIA CARDINOZA (RRMP)
MARITES DELFIN (Finance)

Region 10 : NESTOR VENTURILLO (RRMP)
RODOLFO FERNANDEZ (MEC)
LOLITA HISTORILLO (Finance)

2. Cordillera Autonomous Region (CAR)

RPMO - Baguio City : FLORENTINO YAN

ABRA
PMO - Bangued : ERNESTO ATON

MPMO - Villaviciosa : PRUDENCIO FLORES

BENGUET

PPMO - La Trinidad : OCTAVIO CUANSO

MPMO - Buguias : CLEMENT KITTONG

MCMO - Itogon : WALTER PEDRO

IFUGAO

PPMO - Lagawe : MYRNA PULAO

MPMO - Kiangnan : NESTOR BACCAY

KALINGA-APAYAO

PPMO - Tabuk : MOISES ANIPEW

MPMO - Pinukpuk & : NOEL BARRIENTOS
Kabugao : SEVERINO DALUTOG

MT. PROVINCE

PPMO - Bontoc : PETER FAGSAO

MPMO - Bauko : JAIME BUMACTAO

3. Region I (Ilocos Region)

RPMO - San Fernando : LEDUINA CO

ILOCOS NORTE

PPMO - : AIDA FRANCO

MPMO - Nueva Era : NORA IBANA

ILOCOS SUR

PPMO - Vigan : NORA NAIDAS

MPMO - San Juan : PAMELA TOLENTINO

LA UNION

PPMO : JOSEFINA FLORES

MPMO - Pugo : FELY VALDEZ

PANGASINAN

PPMO - Dagupan City : ISIDRO MENCERO

MPMO - San Manuel : DANILO ZAMORA

- Natividad :

- San Nicolas :

4. Region II (Cagayan Valley)

RPMO - Tuguegarao, : SOLEDAD OROLAZA
Cagayan : VICTORIA I. VIDAD

BATANES
 PPMO : ANDRES BERMUDEZ (RRMP & MEC)

MPMO - Batanes : CECILIA LUZURIAGA (RRMP)

CAGAYAN
 PPMO - Tuguegarao : VICTOR MERCADO

MPMO - Penablanca : WAGAYWAY AGATEP (RRMP)

ISABELA
 PPMO - Ilagan : ROMEO SALVIEJO (RRMP)
 SIEGFRED TABANGIL (MEC)

MPMO - Cabagan : ROLANDO FROGOSO (RRMP)
 WINIFREDO AMORAO (MEC)

NUEVA VIZCAYA
 PPMO : CORAZON AQUITANA

MPMO - Aritao : NOLI ROGA, JR. (RRMP)
 ROEL P. RALUTIN (MEC)

QUIRINO
 PPMO - Cabarroguis : ROMEO ESPIRITU

MPMO - Diffun : ROEL VILLANUEVA (RRMP)
 DAVID YANGUAS (MEC)

5. Region IV

RPMO : MELCHOR MAGSANOC

6. Region VII (Central Visayas)

RPMO - Cebu City : JOSE L. LECHONCITO

7. Region VIII (Central Visayas)

EASTERN SAMAR
 PPMO - Borongan : IMELDA D. DULFO

MPMO - Borongan : SADIRI PASTORES

NORTHERN SAMAR
 PPMO - Catarman : MARCIANO TALAVERA

MPMO - Catarman : KENNETH ESTANGKY
 - Lao-Ang : CHARLIE DOMINGO

WESTERN SAMAR
 PPMO : GENE TOMAS

8. Region IX (Northwestern Mindanao)

RPMO - Zamboanga City: GILDO TANGHALIN

BASILAN

PPMO - Isabela : CIERBO CUAL

MPMO - Lamitan : EDUVIDES CARZA

ZAMBOANGA DEL NORTE

PPMO - Dipolog City : SARAH ZAYAS

MPMO - Dipolog City : RUDY SEBASTIAN

ZAMBOANGA DEL SUR

PPMO - Ipil : VITALIANO VALDEZ, JR.

MPMO - Pagadian City: ANGELINA ULAYAN

9. Region X (Northeastern Mindanao)

RPMO - Cagayan de Oro City : LOLITA RODA (RRMP)
: JUAN PEREZ (MEC)

MPMO : NESTOR OCAMPO (RRMP)
: RONALD GADOT (MEC)

SURIGAO DEL NORTE

PPMO - Surigao City : EUTIQUIO BADE (RRMP)
REGIDOR MAGTOTO (MEC)

MPMO -

AGUSAN DEL SUR

PPMO : MANUEL PECSON (RRMP)
RUBEN D. GUZMAN (MEC)

MPMO - Talacogon : MARCELINO EBUNA (RRMP)
DAN YANEZ (MEC)

- Bayugan : RICARDO TENIOLA (MEC)
SIMON INONG (RRMP)

- Bunawan : REYNALDO AGANAP (MEC)

MISAMIS ORIENTAL

PPMO : AGUSTILO OBSIOMA (RRMP & MEC)

MPMO : FELICIANO SALVIA (RRMP)
DEMOSTHENES CACA FRANCA (MEC)

BUKIDNON

PPMO : MANOLITO PASCO (RRMP & MEC)

MPMO - Manolo Fortich: ROMEO ESPANUEVA (RRMP)
- Malaybalay : ISIDRO ARMENDAREZ (MEC)
- Talakag : ROMEO FLORES (MEC)

- Don Carlos : VIRGILIO LAURETA (MEC)
- Pangantucan : ANASTACIO AGRAAN, JR. (MEC)

MISAMIS OCCIDENTAL
 PPMO : MAXIMIANO TEJANO (RRMP/MEC)

MPMO : GULMAN SOL (RRMP/MEC)

Functions of the Monitoring and Evaluation Officers

1. Collate, process, and analyze reports of project implementors and NGO contractors on the progress of project implementation;
2. Prepare and submit to appropriate DENR units and oversight committees using attached prescribed IPMES forms and following strictly reporting deadlines set below;
3. Refer/elevate to appropriate level problems/issues affecting project implementation;
4. Prepare monitoring program and annual monitoring work plan based on approved work and financial plan of project;
5. Conduct field inspection and validation work whenever necessary;
6. Prepare initial impact/assessment report of projects implemented for use and information of management;
7. For Region 9 and Region 10 RRMP, NGO accomplishment reports shall be verified and certified by the RRMP monitoring and evaluation officers;
8. Participate/coordinate supervision mission and other impact evaluation and assessment undertaking of the project;
9. Participate in planning and reprogramming activities, training and workshop related to M & E Work; and
10. Perform other functions as may be assigned by their respective heads.

Reporting Deadlines:

Form No. 1 "Project Profile Report - due at ^{the} start of project

Form No. 2 "Project Accomplishment Report:

a) BDU/WMU/NGO Contractor
 to CENRO

- due on the 25th day
 of the current month

- b) CENRO to PENRO - due on the 27th day of the current month
- c) PENRO to RENRO - due on the 30th day of the current month
- d) RENRO to PMO - due on the 7th day of the succeeding month
- e) PMO to PPSO/FASPO - due on the 10th of the succeeding month

Form No. 3 "Project Efficiency Report" - due annually

Form No. 4 "Project Impact Report" - due annually and at end of project life


Form No. 5 "Project Spot Report" - as the need arises

The PMO Desk Officers and Regional/Provincial Program/Technical Coordinators of the respective components are mandated to see to it that reports are submitted on time to the concerned offices and oversight agencies.

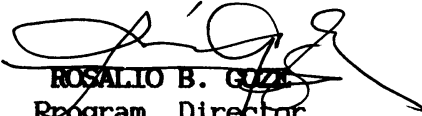
Relevant expenses to be incurred such as per diems for the conduct of field travel, spot checking, mission, and other related project activities shall be chargeable against ENR-SECAL funds released to respective Regional/PENRO offices concerned, subject to usual accounting and auditing procedures.

Strict compliance to this Order is hereby enjoined to promptly comply with the information requirements of the World Bank, NEDA, DBM, and other oversight agencies.

This Order takes effect immediately.


 BEN S. MALAYANG III
 Undersecretary
 Environment and Research

Recommending Approval:


 ROSALIO B. GUZA
 Program Director
 ENR-SECAL
