



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



MAR 04 2024

BAGONG PILIPINA

SPECIAL ORDER

No. 2024 - 103

SUBJECT: CREATION OF THE PROJECT MANAGEMENT STRUCTURE FOR THE PROJECT ENTITLED: "ENSURING FUNCTIONING OF CULTURAL ECOSYSTEM SERVICES IN AN URBAN SETTING: ASSIMILATING NATURE FOR FOREST HEALING AND EXPERIENTIAL LEARNING IN NINOY AQUINO PARKS AND WILDLIFE CENTER."

Pursuant to the Special Presidential Authority (SPA) dated 09 June 2023 and the signed Memorandum of Understanding (MOU) by and between the Department of Environment and Natural Resources (DENR) and the Asian Forest Cooperation Organization (AFoCO) dated 25 October 2023 for implementing the project entitled: "Ensuring Functioning of Cultural Ecosystem Services in an Urban Setting: Assimilating Nature for Forest Healing and Experiential Learning in Ninoy Aquino Parks and Wildlife Center" or the AFoCO-DENR FRESH Project, a Project Steering Committee (PSC), Project Technical Committee (PTC), Project Management Office (PMO), and Project Site Management Office (PSMO) are hereby established to facilitate effective and efficient project management, each with their respective members and functions as follow:

I. AFoCO Secretariat

The body which shall provide administrative support to AFoCO as well as carry out the activities guided by the Assembly.

II. Project Steering Committee (PSC)

A. Composition

Chairperson: Undersecretary for Policy, Planning and International Affairs
Co-Chair: Undersecretary for Legal and Administration, and Supervising Undersecretary for Biodiversity Management Bureau (BMB)

Members:

- Director, Foreign Assisted and Special Projects Service (FASPS)
- Director, Forest Management Bureau (FMB)
- Director, Biodiversity Management Bureau (BMB)
- Regional Executive Director, DENR – National Capital Region
- AFoCO National Focal Person
- AFoCO Secretariat

B. Functions of the PSC

The PSC shall be the supervisory and decision-making body that will provide overall direction, guidance and oversight for the effective implementation of the project. Specifically, the PSC shall perform the following roles and responsibilities:

1. Provide strategic directions and guidance for implementation of the project towards achievement of project outputs and outcomes;
2. Approve annual work-plans and budgets, and as needed, any essential deviations from the original plan;
3. Oversee prudent and efficient use of project funds and other resources; and,
4. Provide guidance and support for the resolution of project-related concerns, issues and/or challenges.

The PSC shall meet at least once a year and may invite a resource person/third party expert as deemed necessary.

III. Project Technical Committee (PTC)

A. Composition

Chairperson: Director, Biodiversity Management Bureau (BMB)
Co-Chair: Director, Forest Management Bureau (FMB)

Members:

- Director, DENR - Policy and Planning Services (PPS)
- AFoCO National Focal Person
- Representative, DENR – FASPS
- Representative, DENR – NCR
- Representative, National Economic Development Authority (NEDA)
- Representative, Department of Tourism (DOT)
- Representative, Local Government of Quezon City

B. Functions of the PTC

PTC is an inter-agency body which recommends policy direction, measures, and safeguards and shall perform the following specific functions:

1. Provide technical guidance, inputs and recommendations to the PMU as regards the project implementation;
2. Review and evaluate work plan and budgets, for endorsement to the PSC, in the event that a high-level decision and approval are needed;
3. Review project's progress, mid-term review and evaluation reports, and make recommendations for follow-up actions for timely and quality implementation;
4. Serve as venue for communicating project learnings and good practices to the respective sectoral agencies to enhance sustainability; and
5. Provide guidance on post-project sustainability, institutional and financial arrangements, keeping in view the recommendations of external reviews.

The PTC shall meet twice a year (once every semester) or as the Chairperson may deem necessary.

IV. Project Management Office (PMO)

A PMO shall be created at the BMB under the overall supervision and guidance of the BMB Director (Project Director), in close coordination with the AFoCO Focal Person.

A. Composition

- Project Director
- AFoCO National Focal Person
- Project Manager
- Project Support Staff

B. Functions of the PMO

The PMO shall be responsible for the overall management and coordination of the project. Specifically, the PMO shall perform the following roles and responsibilities:

1. The PMO shall plan, direct, coordinate and lead the activities of the project;
2. Provide project management guidance, systems, tools and standards in project evaluation;
3. Perform periodic project monitoring and evaluation;
4. Submit reportorial requirements to concerned oversight bodies and/or agencies;
5. Provide guidance and assistance in organizing activities, workshops and training courses of the Project;
6. Act as secretariat to the PSC and PTC; and
7. Facilitate coordination activities with the AFoCO Secretariat, and other agencies involved in the project.

V. Project Site Management Office (PSMO)

The PSMO shall be created at the Ninoy Aquino Parks and Wildlife Center Management Office under the overall supervision of the Protected Area Superintendent (PASu) and shall be supported by hired project staff. Specifically, the PSMO shall perform the following specific roles and responsibilities:

1. Oversee and be responsible for the day-to-day operations of the project;
2. Ensure the timely implementation of project activities and target deliverables;
3. Provide assistance in organizing activities, including workshops, training courses and turn-over ceremonies;
4. Work in close collaboration with the assigned AP in implementing the project;
5. Prepare progress reports and records of activities implemented and accomplished including relevant technical documents, recommendations and financial and liquidation reports. Such reports shall be endorsed by the PASu, for further endorsement to the BMB Director as Project Director up to the PSC;
6. Assist in the consolidation of all documents and reports for the packaging of the project completion report (PCR) and in preparation for project audit and external evaluations; and
7. Maintain record of activities implemented and accomplished including technical documents, recommendations and consultancy reports.

All related expenses to be incurred in the implementation of this Order shall be charged against the Program funds subject to the existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force for the duration of the Project or until revoked in writing.

MARIA ANTONIA YULO LOYZAGA
Secretary

