



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



MAY 31 2024

SPECIAL ORDER

No. 2024 - 305

SUBJECT : CREATION OF THE PROJECT MANAGEMENT STRUCTURE FOR THE "IMPROVED LOCAL COMMUNITY LIVELIHOODS THROUGH INCREASED BENEFITS FROM NON-TIMBER FORESTS PRODUCTS: MODELLING SCALABLE COMMUNITY-BASED ENTERPRISES IN ASIA"

In the interest of the service and in order to facilitate the implementation of the project entitled "Improved Local Community Livelihoods through Increased Benefits from Non-timber Forests Products (NTFP): Modelling Scalable Community-Based Enterprises in Asia" (AFoCO/035/2022) also known as AFoCO Regional NTFP Project, to be funded by the Asian Forest Cooperation Organization (AFoCO), a Project Technical Committee (PTC), National Project Management Office (NPMO), and Regional Project Management Office (RPMO) are hereby created with members and functions as follows:

I. Project Technical Committee (PTC)

A. Composition

Chairperson : Director, Forest Management Bureau /
ASEAN Senior Officials on Forestry (ASOF) Leader
Vice Chair : Director, Foreign-Assisted and
Special Projects Service

Members

- o AFoCO National Focal Point
- o Director, Policy and Planning Services (PPS), DENR
- o Regional Executive Director – DENR Region 6
- o Country Project Manager
- o Representative/s, Office of the Undersecretary for Policy,
Planning and International Affairs

B. Functions of the PTC

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

1. Provide overall direction, guidance for a systematic and organized implementation of the project towards the achievement of the project outcomes and outputs;
2. Approve annual work plans, budgets and any amendments to the original plan;
3. Provide guidance and support for the resolution of project related concerns, issues and/or challenges;

4. Shall serve as body in 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.
 - ❖ Shall meet at least once a year, or as deemed necessary following the rules on quorum.
 - ❖ PTC may invite representatives from concerned National Government Agencies (NGAs), Local Government Units (LGUs) and Civil Society Organizations (CSOs) as resource person.

II. National Project Management Office (NPMO)

The NPMO shall be created at the Forest Management Bureau (FMB) under the overall supervision and guidance of the FMB Director as the Project Director, in close coordination with the AFoCO National Focal Point.

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

1. Plan, direct, coordinate and lead the activities of the project;
 2. Provide project management guidance, systems, tools and standards in project execution;
 3. Perform periodic project monitoring and evaluation;
 4. Submit reportorial requirements to concerned oversight bodies and/or agencies;
 5. Prepare and submit work plans and budgets for endorsement to the PTC;
 6. Review project's progress, mid-term review and evaluation reports;
 7. Recommend actions for timely and quality implementation; and
 8. Act as Secretariat for the PTC meetings.
- ❖ FMB Director may appoint additional staff as necessary (Project Technical Working Group)

III. Regional Project Management Office (RPMO)

The Regional Executive Director (DENR Region 6) shall issue a separate Regional Special Order on the composition of the Regional Project Management Office (RPMO).

The RPMO shall perform the following functions:

1. Monitor the accomplishments and deliverables of the Project under their administrative jurisdiction;
2. Provide necessary technical assistance, and administrative/logistical support to the Technical Working Group (TWG) and the NPMO as necessary;
3. Ensure that project activities and accomplishments shall be properly coordinated, documented and reported to the NPMO and respective officials (i.e. RED and ARD for Technical Services) of the Regional Office;

4. Take the lead in the preparation and submission of regular physical and financial reports, including the Project Completion Report (PCR) with both physical and financial updates, for submission to the NPMO;
5. Assist the CBFMO PO in linking and networking with potential markets and support agencies;
6. Tap and coordinate with relevant offices or units in the Region for expertise-sharing; and
7. Maintain and safe keep complete project records.

All related expenses to be incurred in the implementation of this Order shall be charged against the Project 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 VULO LOYZAGA
Secretary

