

DENR ADMINISTRATIVE ORDER
NO. 17

**SUBJECT: Prescribing a New Monitoring System and Communication
Flow for DENR-CARP Activities.**

In order to streamline the monitoring and communication flow of DENR-CARP activities and to insure effective management interventions to operational problems, the following monitoring system and guidelines are hereby prescribed:

1. The line of communication and submittal of report shall be in accordance with the attached illustration. However, as the need arises, Community/Provincial Coordinators shall be allowed to contact the National Coordinator directly and can notify later the Regional Coordinator of such action.
2. To standardize the format, style and contents of the monthly reports, the format described below shall be followed.

Part I -- Narrative

This portion shall include highlights of accomplishment, justification of deviations from targets, problems encountered, recommended solutions and other related information.

Part II -- Statistical

This portion shall include statistical report on physical and financial status of the different activities using the attached forms.

Part III -- Financial Statement

This portion shall be submitted by the Regional Accountant consisting of the monthly trial balance including the following attachment.

1. Statement of Operations
2. Statement of allotment obligation and balances
3. Status of common fund with schedule
4. Expenditure by expense claim

The above reports shall be submitted monthly in accordance with the following schedule:

- 3.1 CENRO Coordinator's report to Provincial Coordinator, every twenty fifth of the month.
- 3.2 Provincial Coordinator's report to Regional Coordinator, every end of the month.

- 3.3 Regional Coordinator's report to National Coordinator, every 10th of the following month.
 - 3.4 Staff Bureau's report to National Coordinator, every 10th of the following month.
 - 3.5 National Coordinator's report to the Secretary and member of the Executive Committee, every 15th of the month.
4. CENRO Coordinator's, Provincial Coordinator's and Regional Coordinator's shall submit weekly report as often as possible to the National Coordinator either through telegram or Radio Message which shall contain the following.
 - 4.1 Operational Problems
 - 4.2 Unusual field situations
5. All reports and communications regarding DENR-CARP activities shall be submitted to the National Coordinator thru the National Secretariat.
 6. To insure early resolution of operational problems, the National Coordinator shall organize action teams which shall closely monitor and if necessary assist in the resolution of said problems.
 7. Regular quarterly assessment of performance shall be called by the National Coordinator as part of the whole monitoring mechanism.
 8. All forms previously used to monitor DENR-CARP activities and the monitoring system in operation are hereby withdrawn and shall be substituted by the attached forms and monitoring system except DAR-BL forms No. 1, 2 & 3 which shall be submitted quarterly to the National Secretariat.
 9. Strict compliance of all concerned is hereby enjoined.

FULGENCIO S. FACTORAN, JR.
Secretary

Signed on March 13, 1989