

MEMORANDUM CIRCULAR
No. 20

SUBJECT: Establishing the Guidelines for Implementing the Infrastructure Component of the Integrated Social Forestry Program (ISFP).

Towards the end of accelerating the implementation of the Infrastructure Support Component of the ISFP and in line with the policy of the Department to provide livelihood opportunities among its program participants pursuant to the provisions of DAO No. 97 Series of 1988 and the Comprehensive Agrarian Reform Law, the following guidelines are hereby issued:

1. Objectives of the ISF Infrastructure Component.

The following are the objectives of the ISF Program Infrastructure Support component:

- a. To increase the access of participants to market and other basic services.
- b. To increase upland farm productivity and income of program beneficiaries through the construction of water impounding structures.
- c. Generate local employment and income through the use of labor intensive methods in the construction of infrastructures and facilities.
- d. Strengthen and reinvigorate traditional workgroup practices and the spirit of voluntarism through the "Bayanihan" system.
- e. Rehabilitate and stabilize the upland environment through tree planting as part of the activities under the infrastructure component.

Section 2. Nature of Infrastructure Support. The Infrastructure support component of the ISF program does not fall under the purview of PD 1594. These may be small water impounding structures not exceeding 20 cubic meters in structure and access trails.

Section 3. **Coverage of Project Support.** All ISF project sites, regardless of category or distinction whether ISF regular or CARP-ISF can qualify for infrastructure support since for all intents and purposes all ISFP participants are also CARP beneficiaries under its program D component.

Section 4. **Selection of Construction Sites.** All infrastructures and support facilities should be constructed within identified ISF project sites except for trails which can be constructed outside of the site for purposes of connecting the project area to an accessible point. The following considerations must be taken into account in site location:

a. **Community Involvement.** ISF beneficiaries shall be directly involved in the selection of the sites of the infrastructures, to enhance community participation in project undertakings and ensure equitable access to the benefits to be derived from the said structures.

b. **Technical Considerations.** The various physical and technical factors obtaining in specific sites shall be taken into consideration in determining the feasibility of constructing the proposed infrastructure.

c. **Criteria in Site Selection.** As much as practicable, every ISF project site shall have an infrastructure or facility constructed as provided hereof. In cases where two or more candidate sites are available within the same project area, the DENR technician shall in consultation with the project participants, put more weight to the wider area with the greater number of families to be benefited by the proposed infrastructure.

The projected benefits to be derived from the infrastructure shall be determined in terms of the following:

1) **Water Impounding Structures**

- a. Area irrigated in hectares
- b. Greater number of families serviced with water

2) **Graded Trails**

- a. Greater number of households/farms serviced
- b. Distance from project site to accessible point

d. **No. of facilities per Project Site.** Two or more facilities may be constructed in the same project area when necessary and if sufficient funds for the purpose are available, taking into account the urgent need for such project by the participants and those of other beneficiaries.

4. **Types and Specifications.** The following Types and specifications are to be considered in the implementation of the infrastructure component of the ISFP:

a. **Volume of Dam Structure.** A typical water impounding structure shall be moderately small just enough for one micro-watershed, that would require not more than 20 cubic meters of construction materials. The volume of the dam should mean the aggregate space occupied by the flanks, floors, and other and all structural parts of the entire construction. Structures that are over this limit should be referred to the DPWH office.

The volume referred to herein does not mean the water impounding capacity of the structure, which would vary greatly depending upon many factors, such as slopes, width of gully, season, depth of dug-out and height of the structure.

b. **Types of Infrastructures.** The water impounding structures shall either be in the form of (1) a Dam, (2) a Box type structure, or (3) a dug-out structure reinforced with cement, or any combination of the mentioned types provided they are constructed for the main purpose of holding/impounding water either from a spring or live creek, rainwater, or underground water, for irrigation and household use.

The Forest Engineering Unit personnel at the FMS Regional Office shall prepare the engineering plans and designs for the infrastructures, considering the physical as well as social attributes obtaining in the ISF project sites, within the limit of budget and the specifications under this guideline.

c. **Reforestation Component of the Infrastructure Facilities.** Project designs of vital infrastructures, such as the water impounding structures, and graded trails, shall incorporate the planting of trees in appropriate areas within the vicinity of said facilities to be undertaken by the Contractor – ISF Participants as an integral part of the Contract, to ensure the longest lifespan and utility of the structure, and as a contribution to the National Forestation Program.

The planting of trees shall be designed to achieve the following:

- (1). Stabilization of embankments, upslopes, open side cuts and shoulders of the graded trails, and minimize soil erosion;
- (2). Enhance water yield of headwaters/springs supporting the water impounding structures; and
- (3). Stabilize the upland environment in support of the National Forestation Program (NFP).

d. **Guide for Cost Estimates.** The maximum cost of a typical support facility is estimated at ₱50,000.00 per unit as shown in the guide estimates below:

Kind	Maximum Vol. of structure/ Length	Unit Cost	Total Cost
1. Dam	20 cu. m.	₱2,500.00/cu.m.	₱50,000.00
2. Graded Trails	10 kms.	₱2,200.00/km.	₱ 2,000.00

e. **Unit Cost Estimates.** The unit cost estimates shown above will at best only serve as guide considering that the unit cost may vary depending upon the physical characteristics of the various sites.

f. **Unit of Measure.** For purposes of measuring work accomplishment the following unit of measurements are hereby given for adoption:

Facility	Unit of Measure
1). Graded Trails	– No. of kilometers
2). Water Impounding Structures (vol. of the structures constructed and NOT the volume of water that the Dam can impound.)	– Cubic Meters

5. **Recruitment and Selection of Contractors.** Consistent with the philosophy of the ISFP of promoting self-reliance through the active community participation in the implementation of ISF project plans and activities, construction and/or establishment of ISF facilities and infrastructure components shall be undertaken by or contracted to the local ISP project participants.

The following steps and principles shall be observed in selecting contractors of infrastructure facilities:

a. **Local Participation.** The ISF participants shall be called to a meeting to inform them that a water impounding facility, and a graded trail, are being proposed for construction in the project.

The ISF Participants shall decide among themselves, whether or not the construction of the infrastructure addresses common needs in the project site. As soon as their consent is obtained, they shall then decide on the location or site of the infrastructures, within the limits set forth in this guideline.

The DENR Technician shall then inform the ISF participants of the mode of constructing and/or establishing the infrastructures, and that they have the priority in terms of employment or in entering into any contract for the construction of the infrastructures.

b. **Farmers' Groups and Representative NGOs and LGUs.** ISF Participants may be represented by their association, or their local Barangay Council, or the Municipal Council in the contract for the construction of the infrastructure. In case of an NGO, a written authorization from the ISF Project Participants shall first be secured.

6. **Mode of Contract.** The mode of implementation shall either be by the "Pakyaw System" or through negotiated contracts. This arrangement is expected to reinforce the "bayanihan" concept of the ISF beneficiaries of accomplishing tasks by means of common and collective effort.

On the other hand, by entering into a contract the ISF Participants would be encouraged to put up a common capital as an input necessary for the accomplishment of a common task they are bound to undertake.

7. **Preparation of Infra Plan, Cost Estimates and Processing of Contract.** After the project area and the specific sites have been identified, the CENRO shall immediately initiate the preparation of engineering designs and cost estimates through the project teams. The team may avail of the administrative as well as the technical expertise of the PENRO and the Regional Office Teams.

8. **Briefing of Participants.** Prior to the signing of the contract by both parties, the CENRO project team shall brief thoroughly the prospective contractors about the specifications, the terms and conditions of the contracts and the responsibilities of each contracting party. The specifications of the target outputs and the work breakdown structure expected to be performed by the participants shall be thoroughly explained.

a. **Roles and Responsibilities.** The Project team of Social Forestry Officers and Technicians shall see to it that the contractors have fully internalized their roles as responsible and dependable partners in this endeavor.

b. **Support of NFP Goals.** Likewise their counterpart labor, which shall be the planting of trees for stabilization of slopes and upstream tree planting shall be clearly explained. The accomplishments under this component shall be credited as IRF support to the National Forestation Program of the Department.

10. **Duration of Contract.** The duration of the contract shall be within reasonable time limits and shall not exceed one year from the date of signing.

11. **RESPONSIBILITY: Organization of Project Teams.** The administration and supervision of the implementation of the ISRP infrastructure Component shall be the responsibility of the CENRO and PENRO and their concerned field personnel particularly Social Forestry Officers and Technicians. Over-all supervision at the various levels shall be executed under the following set up:

a. The RED through the RTD for Forestry Sector in coordination with the Division Chief of the FRDD, and SVS, Social Forestry Unit shall:

- 1). Coordinate the efforts of field teams and support personnel in the implementation of the infrastructure component of ISFP:
- 2). Monitor the progress of the measures of accomplishment for reporting to proper authorities.
- 3). Provide technical assistance such as the clarification of planning guidelines, maintenance in the preparation of engineering designs, and the processing of documents and contracts.
- 4). Facilitate the processing of vouchers and expedite the timely payment of contracted services to the program participants.

b. The PENRO shall likewise mobilize a support team to provide administrative and technical assistance to project teams. The team specifically shall strive to relieve the field teams of bureaucratic delays and shall assist the CENRO team in the technical aspects of the activity.

c. At the field level, the CENRO shall organize a team composed of both technical and administrative personnel that will administer and supervise the actual negotiation and finally the construction of facilities under the infrastructure component of the ISFP.

d. The ISF Coordinating Office recently created at the Central Office shall be responsible for coordinating the progress of implementation. It shall provide guidelines in the planning, supervision and monitoring of all ISF activities whether funded from Regular or from the Agrarian Reform Fund.

- 1). The Coordinating Office shall be assisted by the Social Forestry Division which shall be mainly responsible for the preparation of guidelines and other relevant issuances intended for smooth program implementation.
- 2). The monitoring of the progress of implementation shall be done in close coordination with the DENR-CARP Secretariat and the ISFP Coordinating Office.
- 3). The ISFP Coordinating Office shall regularly provide the Secretary through the USEC for Operations progress reports regarding this activity.

12. **Additional Guidelines.** The Undersecretary for Field Operations may issue additional instructions and circulars as maybe necessary for the effective implementation of this order.

13. **Repealing Clause.** This circular revises and amends forestry rules and regulations which are inconsistent herewith.

14. **Effectivity.** This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

Signed on September 26, 1980