

Memorandum Circular
No. 17
July 23, 1990

SUBJECT: Institutionalizing the Conduct of Cluster Meeting to Review/Evaluate all Department Special Projects

In line with its mandate of ensuring the efficient and effective implementation of foreign-assisted and special projects, the FASPO shall hold regular cluster meetings on all on-going Special Projects for the following purposes:

- 1) To familiarize DENR central office and regional officials on the on-going special projects of the Department;
- 2) To provide a forum for interaction and exchange of ideas/experiences among concerned officials/personnel and experts in the management and implementation of special projects;
- 3) To review project performance vis a vis its annual operational plan and its over-all project plan;
- 4) To identify problems/issues and encourage the support of concerned officials/personnel in the resolution of these problems/issues;
- 5) To clarify/delineate the roles and responsibilities of official/personnel concerned in the planning, management and implementation of special projects.

The Special Projects shall be grouped into the following clusters:

Cluster 1	-	Central Office (OSEC) Operated and NCR Projects
Cluster 2	-	Regions 1 - 3 Projects
Cluster 3	-	Regions 4 - 5 Projects
Cluster 4	-	Regions 6 - 8 Projects
Cluster 5	-	Regions 9 - 12 Projects

Participants in each cluster meeting shall be composed of the following:

**ASEC for Operations concerned
ASEC for FASPO
ASEC for Planing/Chief of Planning Division
Service Chief of PCMS
REDs/RTDs concerned
Project Managers/Leaders concerned
Chiefs of Budget and Accounting Divisions
Chiefs of Special Projects Division
Concerned Monitoring and Budget Officers**

The Assistant Secretary for FASPO shall assign personnel who will compose the Secretariat group. The Secretariat shall be responsible for coordinating the necessary preparations for the cluster meetings and shall maintain all records of the minutes transpiring from these meetings.

Attachment I details the projects involved in each cluster, the methodology for the cluster meetings, the tentative schedules, and other requirements.

All concerned are hereby enjoined to support and participate in the conduct of the cluster meetings.

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ATTACHMENT 1

PROPOSED CLUSTER MEETING FOR LOCALLY-FUNDED SPECIAL PROJECTS

A. OBJECTIVES:

1. To familiarize DENR central office and regional officials on the on-going special projects of the Department;
2. To provide a forum for interaction and exchange of ideas/experiences among concerned officials/personnel in the implementation and management of similar projects;
3. To review project performance vis-a-vis its annual operational plan and its overall project plan;
4. To identify problems/issues and recommend corresponding solutions in the implementation and management of special projects;
5. To clarify/delineate the roles and responsibilities of officials/personnel concerned in project implementation and management.

B. METHODOLOGY:

1. Special Projects Groupings:

Cluster or groups shall be formed according to the geographical location of special projects as follows:

Cluster 1

Centrally-Operated and NCR Projects

- 1) Pilot Testing the Effectiveness of VA Mycorrhiza in Reforestation
- 2) Campaign Against Illegal Logging
- 3) Phil. Eagle Conservation Project
- 4) ASEAN-US Watershed Project
- 5) Calauit Wildlife Sanctuary Project
- 6) Luntiang Kamaynilaan
- 7) Urban Tree Stand Inventory
- 8) Stabilization of Environmentally Critical Portions of the Manila-coastal Road

- 9) Navotas-Malabon-Tullajan-Tenejeros River Revival
- 10) Pasig River Revival
- 11) Anti-Smoke Belching
- 12) Orchidarium
- 13) Community Awareness on Resources and Environment
- 14) Agro-Forestry Schemes for Indigenous Communities
- 15) Coastal Resources Management Committee

Cluster 2 - Regions 1 - 3 Projects

- 1) Establishment of Buri Plantation (Pangasinan)
- 2) Species Trial Within the Magat Watershed
- 3) River Bank Stabilization of Cagayan River
- 4) Rattan Plantation Development (La Union)
- 5) Community Based Natural Regeneration Management
- 6) Tiger Grass-Based Community Project
- 7) Pilot Processing and Production of Pharmaceutical and Aromatic Plants

Cluster 3 - Regions 4 - 5 Projects

- 1) Mangrove Development and Rehabilitation Project
- 2) Community-Based Small Scale Utilization and Management of Coastal/Mangrove Forest
- 3) Development of Aqua-silvicultural Pilot Areas
- 4) Rattan Plantation Development (Pagbilao, Quezon)
- 5) Establishment of Buri Plantation (Atimonan, Quezon)
- 6) Lungsod Silangan
- 7) DENR-MAB (LMB, ERDB, EMB components)
- 8) Backyard Ferrous Metal Production Development
- 9) Development of Wildlife Breeding Center
- 10) Stockfarming of Calamian Deer
- 11) Tamaraw Conservation Project
- 12) Integrated Geological Survey of Economic Mineral Resources
- 13) Pilot Testing and Hydrologic Evaluation of SALT
- 14) Development and Promotion of Non-traditional Mineral Resources for Livelihood

Cluster 4 - Visayas Projects

- 1) San Joaquin Salago Agro-Forestry Project
- 2) Alay sa Mactan Stone Cutters
- 3) Ceramics Industry Development

- 4) Tikong Plantation Establishment
- 5) Buri Plantation Establishment (Tacloban)
- 6) Pilot Plantation of Alternative Species with Energy Potentials

Cluster 5 - Mindanao Projects

- 1) Mangrove Pilot Demonstration Plantation (Zamboanga)
- 2) Buri Plantation Establishment (Dipolog)
- 3) Transfer of Bamboo Technology to ISF Beneficiaries in Davao del Norte
- 4) Silvi-Pastoral Pilot Project
- 5) Rattan Plantation Establishment (N. Cotabato)
- 6) Pawikan Conservation

2. Discussion Format

The participants will meet in plenary to tackle each project one after the other. The Project Leaders/Coordinators shall be given fifteen minutes each to present their respective projects while the next thirty minutes shall be devoted to questions and answers to clarify issues and recommend solutions. Each project is therefore allocated about 45 minutes presentation/discussion. The session will therefore last for one to two days depending on the number of projects to be discussed. A summary/recapitulation of the issues and recommendations/solutions will then be presented at the end of the session.

The standard format for the cluster meetings/sessions shall be as follows:

- I. Briefing on the objectives and methodology of the meeting/session
- II. General orientation on DENR special projects
- III. Presentation and Discussion of special projects (15-minute presentation and 30-minute discussion for each special project)
- IV. Summary/recapitulation of issues and solutions discussed

C. PARTICIPANTS

Participants shall be composed of the following:

- 1) ASEC for FASPO
- 2) ASEC for Planning/Chief of Planning Division
- 3) ASECs for Operations
- 4) REDs/RTDs concerned
- 5) Sectoral Bureau Directors concerned

- 6) Expert/s in the sector/field
- 7) Project Managers/Leaders
- 8) PCMS Service Chief
- 9) FMS officials/staff
- 10) Special Projects Division staff

Estimated no. of participants per cluster sessions 20 to 30.

D. TENTATIVE SCHEDULE OF CLUSTER MEETING

Each cluster shall meet twice a year or as often as necessary.

Cluster 1:	Centrally Operated and NCR Projects	every 2nd week of April and 4th week of July
Cluster 2:	Regions 1 - 3 Projects	every 2nd week of May and 4th week of August
Cluster 3:	Regions 4 - 5 Projects	every 4th week of April and 2nd week of August
Cluster 4:	Visayas Projects	every 4th week of May and 2nd week of September
Cluster 5:	Mindanao Projects	every 2nd week of June and 4th week of September

E. ESTIMATED FINANCIAL REQUIREMENTS

Estimated expenses for food and supplies is P5,000 per cluster meeting or a total of about 50,000.

Travelling expenses shall be charged to the respective regional offices/project allotments of participants

F. VENUE

USEC Roque's Conference Room or the DENR Training Center depending on the size of the group.