

**Memorandum Order
No. 1
January 3, 1990**

SUBJECT : Guidelines in the Preparation and Submission of the Integrated Social Forestry Situation and Performance Report

To ensure an effective and smooth implementation of the Integrated Social Forestry Program and to provide the necessary mechanism to generate critical data and information for planning, policy formulation and design of appropriate social forestry development strategies, the following guidelines are hereby promulgated for information and guidance of all concerned:

The Community Environment and Natural Resources Offices (CENRO); Provincial Environment and Natural Resources Offices (PENRO) and all DENR Regional Offices shall follow the attached guidelines (Annex A) in the preparation and submission of the ISFP Situation and Performance Report.

All the reports prepared and submitted by the CENROs shall be properly reviewed and endorsed by the PENRO concerned to the Regional Office which shall compile and prepare the regional report.

The ISF Situation and Performance report shall be prepared twice a year (Mid-Year and Annual Reports) which shall be submitted to the ISF National Secretariat thru the Social Forestry Division of the Forest Management Bureau for review, validation and compilation. The Planning Service shall then be provided the copy of validated and consolidated report for information, planning and budgeting

Henceforth, all accomplishment in the development of all areas covered with Community Forest Stewardship Agreements (CFSA) shall be included as part of the mid-year and annual accomplishment reports to be submitted by the Regional Offices.

For strict compliance.

VICTOR O. RAMOS
Undersecretary for Field Operations

Note: Situation and performance reports omitted.

**GUIDELINES AND PROCEDURES IN PREPARING THE
INTEGRATED SOCIAL FORESTRY
SITUATION AND PERFORMANCE REPORT FORMAT**

A. CENR OFFICE

1. The Social Forestry Technician in coordination with the legitimate representatives of the program participants shall fill in all the needed information in the attached ISFP Situation and Performance reporting formats for a given period following the herein guidelines:

General Instructions

- The period covered by the report shall be placed below the Situation and Performance Report under the space provided for. This period refers to the time covered by the report either mid-year for midyear report or annual for annual accomplishment report.
- The column for cumulative shall contain the total number for that item/activity since the start of project establishment up to the period covered by the report.
- All projects covered by the Community Forest Stewardship Agreements (CFSA) existing in the CENRO should always be included in the reports to be submitted.

Form 1

- Project location shall include the Sitio, Barangay and municipality in a given province
- No. of families refers to the total no. of family heads covered by the program which include CSC and non-CSC holders.
- Area (Column 4) should include the total project area determined after the perimeter survey of the project.

Form 2

- The number of CSC/CFSA issued and the area shall be placed in the number and area column respectively.
- Major species of forest and other crops that are produced in the nursery shall be specified under the column for species in Agroforestry and Planting Stock.

Form 3

- Kind, under Area Developed refers to the major species planted in the project (e.g. Avocado, Mango, Coffee, Cacao, Ipil-Ipil, Kakawate, etc.).
- Soil and water conservation structures under kind of structure (Column 7) refers to other improvements/ structures introduced in the project such as hedgerows, terraces, rockwalls, etc.
- All unit of measures for infrastructure support should always be expressed in cubic and linear meter.
- Under the Column Average Income, On Farm, (P), refers to the income generated from all the harvested and sold agroforestry products (e.g. fuel wood, charcoal, fruits, cash crops, etc.)
- Specify other income generating activities like piggery, livestock, basket making, charcoal making, bee keeping, silkworm production, etc. under other sources. Indicate also the corresponding monetary value in pesos (Column 14).
- Gross income is derived by getting the summation of columns 12 and 14. Always indicate the cumulative income by adding the income for the period under report and the gross income in the preceding report.

Form 4

- Specify the kind of information/extension services whether training, community assemblies/fora, etc.

- **Participants-hour** refers to the numbers of hours covered by a particular information/extension activity or the number of hours participated by the families.
- 2. The SFO shall package and submit to the CENRO all duly accomplished forms for each project site before the end of June for mid-year report and December for Annual Report for compilation of the SF Unit Chief.
- 3. The SF Unit Chief shall consolidate and prepare three (3) copies of Mid-Year and Annual Accomplishment Report to be distributed as follows:
 - Original - Forestry Sector, Regional Office
 - Duplicate - Social Forestry Unit, PENRO
 - Triplicate - CENRO File
- 4. The Chief, Social Forestry Unit shall indicate/provide all the necessary notations on some inconsistencies of previous and current report (e.g. explanation for reduction of project area, participants, etc.).

B. PENRO Office

The PENR Officer shall review and endorse to the Regional Office all submitted CENRO ISF accomplishment reports.

C. Regional Office

The Chief, Social Forestry Section shall review and consolidate all PENRO ISF Accomplishment reports and shall prepare three (3) copies of mid-year and annual reports to be distributed as follows:

Original - SFD, Forest Management Bureau
Duplicate - Planning Service, DENR
Triplicate - Regional Office, File

All Regional consolidated ISFP accomplishment reports shall be submitted not later than the fifth (5th) day of the month immediately following the period under reports (e.g. 5th day of July and 5th day of January for mid-year and annual reports, respectively).