

**DENR Circular  
No. 01  
February 05, 1992**

**Subject : Guidelines and Procedures in the Inventory, Documentation and Packaging of Appropriate Upland Farming Practices/Technologies**

Pursuant to the provisions of the DENR Administrative Order No. 4, Series of 1991 and Letter of Instruction No. 1260, the following guidelines and procedures are hereby promulgated in the inventory, documentation and packaging of appropriate upland farming practices/technologies for possible application to other similarly situated upland settlements.

**Sec. 1. Objectives**

- 1.1 To establish data base information on existing upland farming practices and technologies at the CENRO, RENRO and Central Office; and
- 1.2 To strengthen the capabilities of the DENR field personnel in the conduct of the inventory, documentation and packaging of the appropriate upland farming practices and technologies.

**Sec. 2. Definition of Terms**

- 2.1 **Upland Farming Practices/Technologies** - refers to any crop (agricultural, orchard, forest and/or livestock) production, cropping pattern (monocropping, intercropping of annuals, perennials or combination), soil stabilization (vegetative, structural), soil and water conservation and management (mulching, green manuring), land management (contour, minimum tillage) and other practices that are existing and being adopted by the upland farmers for a specific purpose such as productive, protective and/or ameliorative.
- 2.2 **Data based information** - a collection of information on upland farming practices and technologies that may include the description, site characterization and location, main and secondary purposes and other information relevant to the specific farming practices and technologies.
- 2.3 **Productive** - the ability of the system to produce products useful to farmers. Usually quantified in terms of production of crops harvested per unit area.

**Ameliorative** – the ability of the system to enhance environmental balance and ecological stability, the introduced technologies being compatible with the existing site condition.

- 2.5 **Protective** – the ability of the system to contribute to the protection of the local area through the adoption of soil conservation measures, protection of the area from fire, pest and diseases and other measures.

### **Sec. 3. General Activities and Procedures**

#### **3.1 Training Orientation of Field Personnel**

3.1.1 The Regional Social Forestry Division in coordination with concerned units shall conduct a training orientation of all field personnel to be involved in the conduct of inventory, documentation and packaging of farming practices/technologies. In the course of this training orientation, an action plan shall be prepared by the participants which shall be used as guide in the conduct of this activity.

3.1.2 The Social Forestry Division at the Central Office shall likewise provide the necessary assistance and supervision to the field personnel in the conduct of this activity as may be required and/or upon request of the Regional Offices.

#### **3.2 Inventory of Upland Farming Practices and Technologies.**

3.2.1 The CDAs shall conduct the inventory of upland farming practice and technologies within their respective area of jurisdiction, within the existing ISF projects and/or related projects implemented by non-government and other government agencies.

3.2.2 In the conduct of the inventory the CDAs shall use the following methodologies; actual observation, farmers interview; and/or material reviews (in case of documented technologies). ;

3.2.3 Upland farming practices and technologies to be inventoried as much as possible are those that satisfy the farmers household basic need: (food, fuelwood, forage, light construction materials, sources of income) and/or contribute to the ecological stability or environment enhancement of the local area.

- 3.2.4 The basic information that CDAs shall gather in the field are: the name of the technology; site description; technology description; major activities/procedures involved in technology adoption; and problems/limitations (Refer to attached Documentation format). A pictorial whenever necessary may be included.
- 3.2.5 The CDAs shall prepare a compiled report by project and submit it to the regional SFD. The report shall be reproduced in four copies for project file, CENRO, PENRO, and RENRO.
- 3.2.6 The CENRO shall establish systematic data based information on the different upland farming practices and technologies existing within its jurisdiction. The data based information shall be used for extension and information dissemination, upland farmers training and farm planning.

### **3.3 Evaluation of Upland Farming Practices and Technologies**

- 3.3.1 The Regional Social Forestry Division shall create an ad hoc committee composed of regional personnel who shall be responsible in the evaluation and assessment of the CENRO submitted reports.
- 3.3.2 The ad hoc committee shall group together similar technologies submitted by the CENRO offices and shall conduct evaluation of each technology.
- 3.3.3 In the evaluation of upland farming practices and technologies, the following criteria shall be applied in order to determine the prioritized technologies for documentation and packaging:
  - a. The farm practices or technologies shall primarily meet the basic needs of the household such as food, fuelwood, fodder for livestock and light construction materials. For income generation, the medium to long term farm practices and technologies should produce agroforestry products that have a favorable existing and/or potential markets.
  - b. The skills needed for the application of the farm practices or technologies is already existing with the upland farmers and/or has a great potential for farmers adoption. Further, the farm

practices or technologies shall not be inconsistent with their cultural values; and

- c. The farm practices or technologies should complement the existing biophysical conditions of the area.

As much as possible all prioritized upland farming practices and technologies selected are not yet documented and/or published materials.

3.3.4 Concerned CENRO personnel shall be informed of the prioritized upland farming practices and technologies selected for documentation and packaging.

3.3.5 The Regional SFD shall establish systematic data based information on the different upland farming practices and technologies existing within the region. The data based information shall be used for extension and information dissemination, upland farmers training, staff training and farm planning within the region and/or exchange of information with other regions.

The Regional SFD shall submit regular reports concerning the different upland farming practices and technologies within the region.

### **3.4 Documentation of the Prioritized Upland Farming Practices and Technologies**

3.4.1 The CDO and the concerned CDA shall conduct the documentation of the prioritized upland farming practices and technologies. They shall use semi-structure interview of the farmers concerned and/or supplemented by pictorial documentation.

3.4.2 They shall be guided by the attached form in gathering information on the prioritized upland farming practices and technologies.

3.4.3 Documented technologies shall be prepared in six copies (Farmers copy, Project file, CENRO, PENRO, RENRO and Central Office) and shall be submitted to the region for packaging.

### **3.5 Packaging of Upland Farming Practices and Technologies**

- 3.5.1 All documented technologies shall be reviewed by the regional ad hoc committee for approval and packaging.
- 3.5.2 The packaging of the technologies shall be in the form of 2 to 3 pages of information kit.
- 3.5.3 The outline shall be as follows:
- o Name of Technology
  - o Brief Description/Main, Secondary Purposes
  - o Other Variations (if any)
  - o Site Characterization (where it is reported to be adopted)
  - o Procedures
  - o Financial Feasibility (if available)
  - o Problems and Limitations
  - o Illustrations or Pictures of the Technology
- 3.5.4 The reproduction, production in other forms such as how to's, flip charts and others shall be encouraged however subject to the availability of regional funds for IEC.
- 3.5.5 A copy of the packaged technology shall be submitted to the Central Office.

**Sec. 4. Fund Source.** Budgetary requirements in the conduct of this activity shall be charged against the regional appropriations.

**Sec. 5.** The Programme Assistance Team (PATs) shall provide technical assistance at any stage of the inventory, documentation and packaging of upland farming practices and technologies.

**Sec. 6. Effectivity.** This Order shall take effect immediately.

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Operations