

**DENR Memorandum Circular**  
**No. 23**  
**July 06, 1994**

**SUBJECT : Interim Guidelines in Coordinating the Activities of Devolved ISF Projects.**

Pursuant to the provisions of Republic Act No. 7160 mandating the devolution of community-based projects including the Integrated Social Forestry Program (ISFP) to the Local Government Units (LGUs), and to strengthen linkages with LGUs for more effective implementation of ISFP at the local levels, the following interim guidelines are hereby promulgated pending the issuance of ISF Manual of Operations:

**Sec. 1 Objectives**

- 1.1 To have a clear picture on how ISF Program is being operationalized at the local level.
- 1.2 To determine areas and project concern that need to be strengthened.
- 1.3 To determine and resolve issues/problems encountered in the implementation of ISF activities.
- 1.4 To properly document and cull-out lessons which will serve as basis in generating appropriate and timely policy interventions for effective inter-agency coordination.

**Sec. 2 Scope/Coverage**

Monitoring of ISF implementation at the local level will focus on the overall operation of the program on a particular province in the region. Possible areas of concern to be looked into include the following:

- a) Implementation and Coordination System - this pertains to the activities undertaken by DENR in support to LGU like Parcellary Survey, CS Issuance and other Support Services. The Social Forestry Desk Officer

(SFDO) shall take note on how a certain activity is carried out, who are involved and what resources are shared.

- b) Supervision and Control Mechanism - focuses on how feedback mechanism to and from DENR is being transmitted, the communication flow within ISF-LGU units and between DENR - and LGU-ISF units.
- c) Planning System - looks at how activities of DENR and LGU are scheduled and synchronized to achieve goals and how financial, human and material resources are distributed over ISF projects managed by LGU - ISF.
- d) Training Programs/Capability Building - pertains to the conduct of Social Forestry Training on specific topics according to needs/demands articulated by the user-local governments.
- e) Organizing and Staffing System - describes working units within CENRO, PENRO and Regional Office: what are some of the activities undertaken to help LGU in the creation of appropriate structure for the LGU-ISF.
- f) Documentation of Project Activities - pertains to the systematic and regular recording of the process adopted in the implementation of project activities. This shall focus and highlight information that will promote sustainability and enhance institutionalization of projects/program results.
- g) Other Issues/Problems - refers to the identified issues and problems perceived by the local government as implementor and the beneficiaries that need attention/intervention of DENR, other government agencies and Non-Government Organizations (NGO).

### **Sec. 3 Preparatory Activity**

The Regional ISF Division shall spearhead the preparation of plan of activities to be carried out within a period of one year on how they can strengthen their tie-up with the Local Government Units and how they can effectively respond to the needs of the LGU-ISF in the implementation of the Program. An overall direction will be prepared by the Regional Office as basis in the preparation of a detailed action plan to be prepared by the PENR and CENR Offices.

**Sec. 5      Transitory Clause**

This interim guidelines shall be revised after the issuance of the ISF Manual of Operations.

**Sec. 6      Effectivity**

This Circular shall take effect immediately and supplement existing orders and instructions consistent herewith.

**BEN S. MALAYANG III**  
Undersecretary for Field Operations

**Recommending Approval:**

**LOPE D. REYES**  
Director  
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