

**Memorandum Order**  
**No. 97-11**  
**December 29, 1997**

**SUBJECT : Hiring of Assisting Professionals for the  
ADB-Forestry Sector Project Subproject Sites**

Pursuant to the thrust of the government to adapt the community-based approach as a strategy for forest management, the DENR through the Forestry Sector Project (FSP) utilized the assistance of Non-Government Organizations (NGOs) to prepare the communities to become future managers of the area. In the process of organizing, some NGOs have not been performing their Terms of Reference (TOR), hence, contracts were cancelled.

In cases of cancellation of NGO contract for Community Organizing (CO), the Regions are allowed to hire Assisting Professionals (APs) to continue the Community Organizing (CO) activity within the subproject site, charged to the remaining amount of the CO contract.

A maximum of two (2) Assisting Professionals (APs) are allowed per subproject site. A maximum of P15,000.00 per month is allowed for their remuneration. The Civil Service qualification standards for Project Development Officers shall be followed for the qualification of APs to be hired. Only those with educational background in Forestry, Social Work, Agriculture, Community Organizing or Livelihood Specialization are qualified.

The Assisting Professionals (APs) should be locally-based and are required to live-on site. They shall work independently. However, they are required to report to the CENRO through the site coordinators. Payment shall be based on their monthly accomplishment, vis-a-vis their Terms of

Reference. Contracts of the Assisting Professionals (APs) shall not exceed the period of one year. In case of unsatisfactory performance, contracts may be revoked anytime.

**(Sgd.) VICTOR O. RAMOS**  
Secretary