

**DENR Administrative Order  
No. 99-16  
May 17, 1999**

**SUBJECT : Amending Certain Provisions of DENR Administrative Order No. 98-17 Functions of the Foreign-Assisted and Special Projects Office (FASPO).**

In line with the streamlining efforts of the Department and consistent with the mandate, powers and functions entrusted to the Department of Environment and Natural Resources under Executive Order No. 192 dated June 10, 1987, the organizational structure of the Foreign-Assisted and Special Projects Office (FASPO), as provided in DAO 98-17, is hereby amended as follows:

**1. ORGANIZATIONAL STRUCTURE**

The FASPO shall be under the Office of the Secretary and shall be directly supervised by an Undersecretary. The FASPO shall maintain two (2) services namely: the Investment Programming and International Cooperation Service (IPICS) and the Project Coordination and Management Service (PCMS), each of which shall be headed by a Service Director.

The Investment Programming and International Cooperation Service (IPICS), formerly PDPS, shall maintain two (2) divisions namely: the FAPs Programming and Preparation Division (PPD), formerly MPPAD, and the Project Appraisal and Foreign Negotiations Division (PAD), formerly BPPAD, each to be headed by a Division Chief. While the Project and Coordination and Management Service (PCMS) shall maintain three (3)

divisions namely: FAPs Monitoring and Evaluation Division (FAPMED), formerly LPD, the Project Impact Assessment Division (PIAD), formerly GPD, and the Special Projects Division (SPD), each to be headed by a Division Chief.

A new unit, the Research and Evaluation Unit (REU), is hereby created which shall be under the administrative supervision of the Undersecretary (USEC) for International Commitment and Local Government Affairs. The unit shall provide technical assistance and recommendations to the USEC and shall cause the procurement of project goods and services. The said unit shall have the supervision over the FASPO Central Administrative Group and the Management Information System Group (MISG)

The services, divisions and units under FASPO shall have the following functions:

### **1.1 INVESTMENT PROGRAMMING & INTERNATIONAL COOPERATION SERVICE (IPICS)**

The IPICS shall be responsible for identifying and preparing investment programs and projects in the environment and natural resources sector and for coordinating and facilitating cooperative agreements with other countries, international and regional institutions and other donor organizations. Specifically, the IPICS shall have the following functions:

- a. Assist the Planning and Policy Studies Office (PPSO) in preparing the agency Investment Program based on the sectoral Medium Term Development Plan and Priority Program Thrusts;

- b. Provide technical assistance in the preparation of Regional Development Investment Plan in coordination with PPSO and Field Operations Office;
- c. Formulate project development and prioritization guidelines and frameworks for study/project proposals for foreign funding/grant assistance;
- d. Identifying funding sources and continuously seek and develop new or non-traditional investment partners for identified priority programs/projects;
- e. Coordinate and/or take the lead in the identification, design and packaging of project proposals for foreign assistance;
- f. Represent the Department and/or provide technical assistance in negotiations for securing funding and technical assistance for propose FAPs;
- g. Facilitate the participation of the Department in cooperative arrangements with other countries and international/regional bodies by initiating and maintaining close relations with these institutions/organizations, in coordination with Management and International Environment Affairs Office; and
- h. Provide and maintain feed-forward information mechanisms in the conduct of pre and post implementation of FAPS.

### **1.1.1 FAPS Programming and Preparation Division (PPD)**

- a. Formulate and update project development and prioritization guidelines and frameworks for study/project proposals for foreign funding/assistance and circulate the same to potential project proponents;
- b. Compile and conduct an analysis of overseas development policies, priority areas and thrusts specific to ODA and other non-conventional technical and financial assistance sources to determine eligibility and acceptability of the Department's project proposals

- leading to development and refinement of project programming and preparations systems;
- c. Provide assistance to regional offices, bureaus and other potential project proponents in project identification;
  - d. Review and evaluate project proposals submitted by other DENR units for foreign funding to, among others, ascertain consistency with the DENR and national priority thrusts, avoid duplication and identify potential funding institutions to assist the project (GOP-Donor Matching);
  - e. Regularly review and assist in the update of the Medium Term Investment Program and the Priority Investment List of the ENR Sector and conduct gap analysis to determine which priority areas need additional funding/technical assistance;
  - f. Conceptualize and design packages of study/project proposals for foreign assistance;
  - g. Coordinate/undertake pre-feasibility/feasibility studies of project proposals; and
  - h. Provide and maintain feed-forward information mechanisms particularly with the PIAD-PCMS and other offices in the conduct of pre and post implementation activities of FAPs.

### **1.1.2 Project Appraisal and Foreign Negotiations Division (PAD)**

- a. Coordinate and facilitate the conduct of appraisal of projects considered for funding by bilateral and multilateral funding institutions;
- b. Conduct detailed appraisal of project proposals recommended for foreign funding, particularly projects submitted for grant assistance;
- c. Coordinate with national oversight agencies and funding institutions regarding the eligibility of project proposals in the ENR Investment Portfolio;

- d. Coordinate the final negotiations with the identified financing institutions in securing financial and technical assistance for the proposed projects in coordination with national oversight agencies;
- e. Coordinate the pre-implementation activities of projects negotiated for technical and financial assistance;
- f. Coordinate the participation of the Department in regional/international and specialized agencies and organizations and review the progress of cooperation arrangements in consultation with the different Offices, Bureaus, and Agencies to ensure that commitments are met; and
- g. Initiate and maintain close relations with national, regional and international agencies and organizations to promote programs of the Department, through among others, participation in country programming meetings and coordination of Donor's Meetings/Consultations.

## **1.2 PROJECT COODINATION AND MANAGEMENT SERVICE (PCMS)**

The PCMS shall be responsible for coordinating the planning, budgeting and implementation of foreign-assisted and special projects, and the monitoring, evaluation and impact assessment of these projects.

### **1.2.1 FAPs Monitoring and Evaluation Division (FAPMED)**

- a. Coordinate the planning, budgeting and implementation of FAPs with other operating units of DENR;
- b. Coordinate and review the preparation of the work and financial plans of FAPs;
- c. Develop monitoring and financial control systems and procedures for ongoing FAPs;

- d. Monitor and evaluate the progress of FAPs with respect to operational targets, plans, schedules and absorptive capacity;
- e. Coordinate with oversight agencies, other Government agencies and donor institutions with respect to the implementation of ongoing FAPs;
- f. Facilitate in the approval of annual FAPs budget in coordination with the Financial Management Service; and
- g. Review and control of loan availment/grant disbursement.

### **1.2.2 Project Impact Assessment Division (PIAD)**

- a. Conduct Impact Assessment/Studies (mid-project life, end of project and post project) of foreign-assisted and special projects;
- b. Participate in the conduct of Donor/Mission Project Evaluation;
- c. Document/compile strategies applied/lessons learned/experiences gained and technology generated from FASPs implementation;
- d. Recommend to management the strategies/technologies that can be adopted for nationwide and sectoral applications;
- e. Conduct assessment of the implementation of strategies/technologies generated and of the capability of the regular units for further absorb FASPs;
- f. Coordinate with concerned FASPs the preparation of manuscripts of reports on the lessons and technology generated from FASPs for publication and dissemination;
- g. Initiate public fora/seminars and other IEC strategies to effectively disseminate lessons learned/technologies generated;

- h. Coordinate with the Investment Programming and International Cooperation Service and the Special Projects Division for the synthesis of such lessons learned/milestones/experiences gained, to include the results of technology assessment, for incorporation to the formulation of project development and prioritization guidelines for project proposals for foreign and local assistance; and
- i. Identify and maintain a pool of prospective Project Directors/Managers.

### **1.2.3 Special Projects Division (SPD)**

- a. Develop guidelines and procedures for evaluating project proposals for special funding under the regular budget;
- b. Review and pre-screen project proposals submitted for special funding;
- c. Coordinate the appraisal, planning, programming and implementation of special projects with other units of the DENR;
- d. Develop systems and procedures for monitoring and evaluation of ongoing special projects;
- e. Monitor and evaluate the progress of special projects in relation to their operational plans, targets and schedule; and
- f. Prioritize, program and monitor the utilization of the special projects fund in coordination with other concerned offices/units in the DENR.

## **2.1 Other Provisions**

In line with the above functions, all DENR Offices negotiating and implementing foreign-assisted and special projects shall coordinate with FASPO.

The functional realignment of FASPO in pursuance to the provisions of this DAO shall not result to any demotion or displacement of personnel, nor the abolition or creation of any new positions. A realignment of the staffing pattern among the services, divisions and the units within the FASPO may however be undertaken in accordance with their realigned functions and upon the approval of the Service Director and Division Chief concerned.

### **3.0 Repealing Clause and Effectivity**

This Order amends DAO No. 98-17 and the provisions of other administrative issuance inconsistent herewith.

This Order takes effect immediately.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary