

DENR Memorandum Circular

No. 99-08

April 13, 1999

SUBJECT : Preparation and Evaluation of the Phase Out plan of the Assisting Organizations for the Forestry Sector Project.

Pursuant to Department Administrative Order 97-01 entitled Implementing Guidelines on the Conduct of Community Organizing (CO) under the Forestry Sector Project (FSP), CO was employed as a strategy for mobilizing and facilitating people's participation for sustainability in FSP subprojects. Under the Project, CO aimed at mobilizing communities and developing/strengthening their capabilities to implement subproject activities and become long-term forest resource managers using the community-based approach. To ensure that the People's Organizations (POs) are capable of this, these guidelines are hereby promulgated.

SECTION 1.0 BASIC POLICY

Consistent with the government's policy of sustainable project implementation and to facilitate the gradual phasing out of the Assisting Organizations (AOs) and to assure that all activities are considered in the phase out plan, AOs are required to prepare phase out plan. The DENR shall be responsible in the evaluation of these plans. The preparation and the evaluation of the phase out plan shall be in accordance with these guidelines.

SECTION 2.0 OBJECTIVE

These guidelines are promulgated toward the attainment of the following objectives:

- 2.1 Assure the effective and efficient phasing out of the Assisting Organizations;
- 2.2 Proper turn-over of all activities, equipment and pertinent documents from the AOs to the People's Organizations (POs); and
- 2.3 Ensure that the PO shall be capable of managing resources using the community-based approach.

SECTION 3.0 THE PAHSE-OUT PLAN

For the purpose of these guidelines, the outline of the Plan is attached as Annex A. It shall be prepared by the AOs in consultation with the POs. It shall include major information, such as:

- 3.1 Brief highlights of the overall accomplishments of the AOs, its assessment and the problems and issues encountered in the implementation of the project, actions taken and recommendations to resolve such issues; and
- 3.2 Plans and strategies to be undertaken for the smooth turn-over of the project in consideration of the following areas:
 - 3.2.a Organization and Management
 - 3.2.b Project Development
 - 3.2.c Financial Management System
 - 3.2.d Continuing Education and Training
 - 3.2.e Advocacy and Linkages
 - 3.2.f Livelihood
 - 3.2.g PO's monitoring and evaluation system
 - 3.2.h Transitory activities for both PO and AO

The AO, in consultation with the PO and the Site Coordinator, may include other necessary information specifically on sustaining mechanisms/activities not enumerated above which it deemed appropriate to ensure the success of the phase out plan.

SECTION 4.0 EVALUATION OF THE PHASE-OUT PLAN

- 4.1 The Plan shall be submitted to the RED thru channels.
- 4.2 The DENR through the FRDD/CBFMO/SFD and FSP focal person shall evaluate the phase-out plan submitted by the AOs. The evaluation of the Plan shall consider the different indicators set by the AOs. In the evaluation of the key indicators, they shall not only consider the quantitative indicators but most importantly, the qualitative indicators, also.
- 4.3 In the evaluation process, it is desired that the PO and the AO shall set down together with the DENR to insure stakeholder involvement and assure clear understanding and secure commitment of POs and AOs to the plan.
- 4.4 The evaluators shall make sure that all strategies and plans for the activities included in the extension of the CO contract shall form part of the Plan.
- 4.5 The phase out plan shall be affirmed by the Regional Executive Director after the necessary corrections/modifications shall have been made.

Attached as Annex B are the activities that the AO shall accomplish in their two-year contract. This shall be one of the bases for the evaluation of the Plan.

SECTION 5.0 SUPPLEMENTAL GUIDELINES

The Regional Executive Director may include other activities to effect a smooth phase-out of the AO which shall apply to peculiar conditions prevailing in and appropriate for the region. **Provided that**, such shall be in accordance to and/or consistent with this order and other related orders/policies of the office. **Provided, further**, that the office of the Secretary through channels shall be furnished with the copy for information and reference.

SECTION 6.0 APPLICABILITY

These guidelines shall be applicable only to the Forestry Sector Project.

SECTION 7.0 EFFECTIVITY

This Circular shall take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary

Note: Annex A & B omitted