

**DENR Memorandum Circular  
No. 99-16  
May 28, 1999**

**SUBJECT : Amending Certain Provisions of  
MC No. 97-03 Regarding  
Guidelines and Procedures in the  
Processing of Payments for  
Community Organizing and  
Comprehensive Site Development  
of Subprojects Under the Forestry  
Sector Project.**

Pursuant to the thrust of the DENR to provide assistance to the Assisting Organization (AOs) and People's Organizations (POs) to facilitate the inspection and validation; and the processing of payments to maximize fund utilization in the community organizing and comprehensive site development of subprojects under the Forestry Sector Project, Memorandum Circular No. 97-03 is hereby amended as follows:

**SECTION 1. AMENDMENT**

Section 5 of MC 97-03 is amended and shall now read as follows:

**“Section 5.** Composite Inspection Committee (CIC). For the purpose of inspecting and validating the accomplishments at the subproject sites, the CENRO shall create a Composite Inspection Committee (CIC) which shall be composed of three (3) technically competent CENRO personnel with at least two (2) alternates. The CENRO shall always coordinate with the municipal and provincial government units to make sure that a fourth member of the CIC from the LGU is always available. The

team shall be headed by the most senior CENRO representative. In cases that a subproject is located under the jurisdiction of two (2) provinces, the CIC of the CENRO who has the bigger share of the area shall be the one to inspect.

However, in cases where the subproject has not been inspected within fifteen (15) days of the request of the site coordinator, the AO or the PO and to avoid any unnecessary delay in the payment of billings, the Regional Office, through the Assistant Regional Executive Director for Operations, shall create a Regional Inspection Committee (RIC). The committee shall be composed of three (3) competent technical personnel and two alternates from the regional office. However, technical personnel from the PENR and CENR offices may be tapped as members of the RIC, if the situation so requires. It shall be headed by the most senior Regional Office representative. The committee shall perform on an on-call basis and shall be activated only upon the explicit instructions of the Regional Executive Director (RED). It shall cease to function once the subproject has been inspected.”

## **SECTION 2 APPLICABILITY**

All other provisions of MC 97-03 shall remain valid and existing.

## **SECTION 3 EFFECTIVITY**

This Circular shall take effect immediately.

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