

**DENR Memorandum Circular**  
**No. 03**  
**January 17, 1994**

**SUBJECT : Department Investigations**

1. This pertains to investigations that this Department may conduct from time to time, on allegations of wrong doings by our personnel.
2. In order to ensure that malicious charges can be better likely to be distinguished from valid ones (hence, protecting our personnel from malicious acts) and, to the extent possible, identify those making charges for purposes that are invalid in so far as the service is concerned, the following procedures shall be henceforth observed:
  - 2.1 Upon receipt of the allegations, the receiving supervisor shall have the same evaluated by personnel that he/she shall designate, to determine their validity, credibility, or seriousness; signed allegations shall be given higher preference and credibility; unsigned allegations shall require at least two more additional confirmatory reports and shall need to be of very serious import (misdeeds requiring at least one year suspension if proven guilty) for them to be given credence.
  - 2.2 If upon initial evaluation, the receiving supervisor determines that the allegation is either or both probably valid, credible, or of serious nature, the person alleged to have done the wrong doing shall be notified of the allegation for him/her to explain in no more than 72 hours, his/her side of the allegation.
  - 2.3 If the receiving supervisor finds the explanation of the concerned personnel satisfactory, he/she (the supervisor) may choose to end the process by explaining to the ones making the allegations his/her having given credence to the explanation; in the event the supervisor finds conflicting facts presented in the original

allegation and the explanation of the person or persons against whom the allegation was made, the supervisor may opt to constitute an ad hoc fact finding committee to further evaluate the allegation and the explanation.

- 2.4 Depending on its findings (which should be contained in a written report to be produced by no later than thirty days after its constitution), the ad hoc committee shall recommend to the constituting supervisor whether or not (1) a full investigation is to be conducted and (2) a preventive suspension is to be imposed. The supervisor shall exercise prerogatives to determine the period of suspension, if at all a suspension is recommended by the ad hoc committee.
- 2.5 In the event that a full investigation is recommended by the ad hoc committee, the supervisor shall then order one according to existing Civil Service and Department regulations; higher authorities are to be notified of the order within forty-eight hours after the order has been issued; depending on the seriousness of the charges, and if warranted, the receiving supervisor may opt to elevate the charges to higher authorities or, upon the concurrence of higher supervising officials, refer the charges to other appropriate government investigative agencies.
3. Any deviation from these procedures would require a full justification by the investigating supervisor.
4. **FOR FULL COMPLIANCE AND OBSERVANCE BY ALL PERSONNEL.**

**ANGEL C. ALCALA**  
Secretary

**DENR Memorandum Circular**  
**No. 08**  
**January 20, 1994**

**SUBJECT : Implementation of the Budget and Work Plan (BWP) in the Department Proper.**

In the interest of the service and in order to achieve greater efficiency, effectiveness, consistency and uniformity of financial disbursement operation in the Central Office, the following guidelines in the implementation of the Budget and Work Plan (BWP) is hereby issued:

**PERSONAL SERVICES:**

1. Salaries, Wages, PERA, ACA, RATA, Steps Increment shall be allocated per Office to conform with the new 1994 reformed budgetary structure.
2. The practice of charging salaries and RATA of detailed personnel against Central Office funds shall not be allowed.
3. Request for authority to render overtime services compensable by the hour shall be supported by certification of savings from Personal Services duly certified by the Budget Division.
4. Payments of loyalty pay, monetization, clothing/uniform allowance, subsistence and laundry allowance of health workers (authorized under Magna Carta of Health) and court appearances may be allowed subject to the availability of savings for Personal Services.
5. Agency Staffing Summary for regular position and non-regular position shall be prepared by the Personnel Division.

MAINTENANCE AND OTHER OPERATING EXPENSES:

A. TRAVELING EXPENSES

1. Travel plan shall be prepared by service/office per quarter.
2. Traveling expenses for conference, workshop, committees, and task forces shall be charged against the allocation of respective office/service of the employee/participant.

B. SUPPLIES AND MATERIALS

1. Approved supplies and materials procurement plan prepared by service/office per quarter must be submitted to the General Services Division (GSD) which shall be the basis in the procurement thereof.

C. GASOLINE, OIL AND SPARE PARTS

1. The quarterly consumption of gasoline, oil and spare parts shall be prepared and charged as follows:
  - a. Respective Office/Service
    - 1) Gasoline, oil, additives and spare parts purchased outside Metro Manila
    - 2) Tires and batteries
  - b. General Administrative and Support Services
    - 1) Gasoline, oil, additives and spare parts taken from the authorized service centers
    - 2) Expenses for general dispatch motor vehicles

D. REPAIR AND MAINTENANCE OF GOVERNMENT VEHICLES

- 1) Schedule for the repair of government motor vehicles shall be prepared by the GSD.
- 2) Major repair of government vehicle shall only be awarded to accredited and if possible, to at least 3 star motor repair shops, chargeable against the respective service/office allocation.
- 3) Minor repair incurred outside Metro Manila shall be charged against the respective service/office allocation.

E. OTHER SERVICES:

1. The GSD shall prepare the contracts and charged as follows:
  - a. Respective Office/Service
    - 1) Repair and Maintenance of office equipment, copying machine, typewriters, computers and air-conditioners
    - 2) Fabrication, repair and revarnishing of office furnitures and fixtures
    - 3) Lease of copying machines, mobiline, easy call, fax machines and postal box
    - 4) Subscription and printing
    - 5) Xerox and reproduction service
    - 6) Post Office meter stamp machine
    - 7) All other expense item classified as "Other Services" not covered by item b below
  - b. General Administrative and Support Services
    - 1) Janitorial services
    - 2) Security services

- 3) Postal/delivery services
- 4) Communication services
- 5) Telegraphic transfer

## CAPITAL OUTLAY

In coordination with the GSD and Budget Division, the respective office/service shall prepare the following:

1. Schedule of equipment outlay which should be lumped in one quarter only.
2. Schedule for Land and Land Improvement Outlay which should be lumped in one quarter also

## GENERAL GUIDELINES

1. Each service/office is required to submit to Budget Division an approved Budget and Work Plan (BWP), including its supporting schedules.
2. Any deviation from the BWP shall be recommended by the concerned head of office for approval by the ASEC for Management Services.
3. Each Service/Office should assign a principal and alternate BWP specialist/controller who shall be responsible for the preparation of their respective quarterly BWP. He shall monitor and record all fund disbursements.
4. All fund disbursements shall be subject to the clearance and approval of the Service Director or an authorized representative which shall be stamped on the face of the disbursement voucher/Purchase Order.
5. All unexpended balances of allotment at the end of each quarter shall be automatically withdrawn to form part of the contingency account of the Secretary, except for office supplies and materials and mandatory expense items.

6. Any fund transfer/memorandum of agreement (MOA) shall be charged against their specific activities or office allocation.
7. The Central Office-based FAPs must share with the mandatory expenses in accordance with the attached list - Annex "A"
8. Likewise, traveling expenses, office supplies and maintenance of government vehicles under the Office of the Secretary, Undersecretary and Assistant Secretary may be charged against Central Office-based FAPs as the need arises.
9. All mandatory expenses shall be coursed through the GSD for proper control.
10. Heads of Office/Service shall not incur nor authorize expenses or obligations in excess of the allotment authorized in their respective BWP. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor.
11. Expenses chargeable against contingency account shall be subject to the approval of the Assistant Secretary for Management Services.

For strict compliance.

**ANGEL C. ALCALA**  
Secretary

**Recommending Approval:**

**RAMON J. P. PAJE**  
Assistant Secretary for Management Services

**DENR Memorandum Circular  
No. 13  
March 21, 1994**

**SUBJECT : Rules Governing the Issuance of Certified Areas of Local Government Units for Purposes of the Local Government Code Requirement.**

- A. The Local Government Code of 1991 (RA 7160) and its Implementing Rules and Regulations mandate that the Lands Management Bureau shall certify the correct area of each municipality to the Department of Budget and Management for Internal Revenue Allocation purposes and to certify the area, technical boundary data, among other things, of political units to support the petition or bills creating, merging or converting political units.
- B. It has been observed, however, that some CENROs are certifying areas of municipalities and releasing them direct to interested requestors. What is glaring to note is a CENRO Office issues different data for the same municipality to different requestors, and the figures are different from the statistical records of the Regional Lands Management Services and the Lands Management Bureau. Such issuances naturally place this Department in a very embarrassing situation and this must be corrected.

Therefore, the following instructions/guidelines are issued for the strict compliance of all concerned:

1. All PENR Officers shall submit within 15 days from receipt hereof to the Lands Management Bureau through the Technical Director for Lands Management Services the list of municipalities and cities grouped by province together with the approved cadastral areas (column 1) and estimated areas from LC Maps (column 2).



- 1.1 The PENR Officers may request their CENR Officers to provide the data but said data shall be collated by the PENRO.
  - 1.2 Under Remarks, the source of the data should be stated, i.e. cadastral survey, LC Map, other sources.
  - 1.3 The PENRO shall forward the data to Lands Management Bureau through the Regional Technical Director for Lands.
2. The RTD for Lands shall review the areas by municipalities, indicate the area of the approved cadastral survey as per Municipal Index Map; collate the data or reconcile them with regional figures.
  - 2.1 The documents as they are received from the PENROs shall be forwarded to the Lands Management Bureau (Attn. Geodetic Surveys Division) as the reports from the PENROs come in.
3. The Lands Management Bureau shall review and collate the data, analyze the municipal areas vis-a-vis the provincial totals already provided by DENR/NAMRIA to DBM. Provided, however, that the area as finally surveyed under cadastre shall prevail in case of discrepancies.
  - 3.1 The LMB shall publish all the data in a Cadastral Survey Profile after which the certification required by law shall then be submitted to DBM as soon as possible.

3.2 If and when the act of issuing certified areas of LGUs is formally delegated to RTDs for Lands as contemplated, the data to be certified must be as that published.

3.3 If there is the need to revise the estimated areas, then the new area must first be cleared with the LMB for consistency.

C. For immediate compliance.

**ANGEL C. ALCALA**  
Secretary

**DENR Memorandum Circular  
No. 15  
February 28, 1994**

**SUBJECT : Review and Compliance Procedures on Statements of Assests, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections.**

**Sec. 1 Purpose** - This Memorandum Circular prescribes the procedures for the submission and review of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections of officials and employees of this Department nation-wide in compliance with Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, and Section 1, Rule VIII of the Rules implementing the provisions of the said Act promulgated by the Civil Service Commission on 21 April 1989.

**Sec. 2 Declaration of Policy.** - Subject to existing rules as mandated by RA 6713, it is adopted as a policy of this Department to require the full disclosure of Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections for all its officials and employees, including those of their spouses and unmarried children under 18 years of age, and living in their household.

**Sec. 3 Coverage** - (a) The provisions of this issuance shall apply to all officials and employees of this Department, its Staff Bureaus, Regional Offices and Attached Agencies who are holding regular plantilla positions, whether on a permanent or temporary status. These provisions shall not apply to those who serve in an official honorary capacity without service credit or pay, temporary laborers and casual or temporary and contractual employees. (b) Married couples who are both public officials or employees may file the required statement jointly or separately.

**Sec. 4 Contents of Statement.** (a) The Statement of Assets, Liabilities and Net Worth shall contain information on the following:

- (1) Real property, its improvements, acquisition costs, assessed value and current fair market value;
- (2) Personal property and acquisition cost;
- (3) All other assets, such as investments, cash on hand or in banks, stocks, bonds and the like; and
- (4) All financial liabilities, both current and long-term.

(b) The Statement of Business Interest and Financial Connections shall contain information on any existing interest in, or any existing connection with, any business enterprise or entity, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, accountant, auditor and the like, the names and addresses of the business enterprises or entities, the dates when such interests or connections were established, and such other details as will show the nature of the interests or connections.

**Sec. 5 Form of the Statement.** - a) The Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections shall be filed in the form prescribed by the Civil Service Commission and shall be prepared in triplicate.

(b) The Chief, Personnel Division, in the Department Proper and the Administrative Officers of the Staff Bureaus, Regional Offices and Attached Agencies shall see to it that adequate number of Statement forms are available at least two (2) months before 30 April of every year.

**Sec. 6 When to File the Statement.** - The Statement must be filed:

(a) Within 30 days after assumption of office, statements of which must be reckoned as of his first day of service;

(b) On or before 30 April of every year thereafter, statements of which must be reckoned as of the end of the preceding year; or

(c) Within 30 days after separation from the service, statements of which must be reckoned as of his last day of office.

**Sec. 7 Filing Procedures.** - The Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections shall be filed by the:

(a) Secretary, Undersecretaries and Assistant Secretaries with the Office of the President;

(b) Regional Executive Directors, Regional Technical Directors, PENROs, CENROs and their employees, with the Deputy Ombudsman in their respective Regions;

(c) All other officials and employees not mentioned above and defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

**Sec. 8 Transmittal of Statements, Summary Report and Certification.** - (a) The Director of the Administrative Service, Central Office, shall consolidate the Statements of the Secretary, Undersecretaries and Assistant Secretaries and shall transmit the original copies to the Office of the President.

(b) The Administrative Officers of the Regional Offices shall consolidate all Statements of the Regional Executive Directors, Regional Technical Directors, PENROs, CENROs and their employees and shall transmit the original copies of the same to the Deputy Ombudsman in their respective Regions.

(c) The Chief, Personnel Division, Central Office, and the Administrative Officers of the Staff Bureaus and attached Agencies shall consolidate the Statements of other officials and employees not mentioned above and defined in RA 3019, as amended, and transmit the original copies of the same to the Civil Service Commission.

(d) The Director, Administrative Service and the Chief, Personnel Division, Central Office, the Administrative Officers of the Regional Offices, Staff Bureaus and Attached Agencies shall prepare a Summary Report of the Statements which shall contain the following:

- (1) Name of official/employee;
- (2) Present position and annual income;
- (3) Date of first assumption to office;
- (4) Number of years in government service; and
- (5) Assets, liabilities and net worth.

They shall transmit a copy of the Summary Report, together with the duplicate copies of the Statements, to the Review Committee of the Department Proper, the Regional Office, the Staff Bureau or Attached Agency.

They shall likewise prepare a Certification indicating therein the names of the officials and employees who failed to submit their respective Statements. This Certification shall be under oath, the original of which shall be submitted to the Civil Service Commission and the duplicate to the Review Committee of the Department Proper, Regional Office, Staff Bureau or Attached Agency.

**Sec. 9 Availability of Statements for Public Inspection.**

Whenever needed pursuant to legal requirements, all Statements filed and submitted pursuant to this issuance shall be made available for public inspection at reasonable hours, subject to the limitations provided by law, rules and regulations, for a period of 10 years after receipt of the same.

**Sec. 10 Disposal of Statements.** - The Statements may be destroyed or disposed of after a period of 10 years from the date of filing unless needed in an on-going investigation.

**Sec. 11 Review Committee and Procedures** - (a) A Review Committee of four (4) members shall be constituted in the Department Proper, in each Regional Office, Staff Bureau or Attached Agency composed as follows:

Department Proper -The Director, Legal Service, as Chairman; the Director, Administrative Service, as Vice-Chairman; the Chief, Personnel Division and the Chief, Accounting Division, as Members.

Regional Office/Staff Bureau/Attached Agency - The Chief, Legal Division, as Chairman; the Chief, Administrative Division, as Vice-Chairman; the Chief, Personnel Section and the Chief, Accounting Section, as Members.

(b) The Review Committee shall conduct a complete review of all Statements submitted to it within 120 days reckoned from the final day of submission of the same. It shall separate the Statements which it deems are in proper form and have complete, accurate and correct entries from those which it believes should further be evaluated due to discrepancies and inaccuracies in the entries. Those Statements which are in proper form and have complete, accurate and correct entries shall be returned to the officials identified under Section 8 hereof in the Department Proper, Regional Offices, Staff Bureaus and Attached Agencies for inclusion or filing in the 201 Files.

(c) In instances where the Review Committee finds the entries in the Statement incomplete, inaccurate or incorrect, the Committee shall require the filer/employee concerned to explain, clarify or correct the said entries within 30 days from receipt of the notice issued by the Committee. Where the Committee finds the explanation, clarification or correction satisfactory, the Statement shall be returned to the appropriate official in accordance with the preceding subsection. Where the Committee, after due evaluation, believes further action should be taken, it shall submit its report and recommendation to the Secretary, the Regional Executive Director, Bureau Director or Head of Attached Agency concerned, as the case may be.

**Sec. 12 Applicability of Rules Promulgated by the Civil Service Commission.** - The provisions of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees" promulgated by the Civil Service Commission on 21 April 1989 shall apply in a suppletory character to situations not covered by this Memorandum Circular.

**Sec. 13 Effectivity.** - This Memorandum Circular takes effect immediately.

**ANGEL C. ALCALA**  
Secretary



**DENR Memorandum Circular**  
**No. 16**  
**April 18, 1994**

**SUBJECT : Guidelines on Counterparting DENR Permanent Personnel to Consultants of Foreign-Assisted Projects (FAPs).**

In the interest of the service and in order that DENR would benefit from technologies/learnings from the foreign-assisted projects, the following guidelines are hereby promulgated.

1. Employees with permanent positions are hereby encouraged to be counterparts to Consultants hired by the DENR. As an incentive, they would be given priority participation in FAPs sponsored training/workshop and the like.
2. Qualified contractual staff who have served as counterparts shall be given consideration for permanent vacancies, subject to Civil Service Commission rules and regulations.
3. Counterparts to Consultants hired by DENR shall:
  - a) be responsible for the compilation and review of all progress reports of their respective Consultants;
  - b) work on a full-time basis and be relieved of their regular duties for the duration of the counterparting;
  - c) have the advantage of his/her experience from Foreign Assisted Projects implementation in matters of promotion to higher positions in their mother units; and

- d) be equal in nature with the consultants. As such, they shall ensure that the Consultants comply with the approved Terms of Reference (TOR).

This Circular shall take effect immediately and all circulars and issuances inconsistent herewith are hereby modified accordingly.

**ANGEL C. ALCALA**  
Secretary

**DENR Memorandum Circular**

**No. 17**

**April 19, 1994**

**SUBJECT : List of Rivers/Bays Classified in 1993.**

Pursuant to DENR Administrative Order No. 34, Series of 1990 which amended Sections 68 and 69, Chapter III of the NPCC Rules and Regulations specifically Section 68 (c) - General Provisions on Water Classification and in accordance with the Manual of Procedures for Water Classification, the following rivers/bays shall be given official classification.

Name of River	Location	Region	Class
1. Upper Chico	Mt. Province	CAR	B
2. Cabcungan			
Upper Reach	Cagayan	II	B
Lower Reach	Cagayan	II	C
3. Tagas	Albay	V	C
4. Batiano	Iloilo	VI	C
5. Tumagbok			
Upper Reach	Iloilo	VI	A
Lower Reach	Iloilo	VI	C
6. Cugman			
Upper Reach	Cagayan de Oro	X	A
Lower Reach	Cagayan de Oro	X	C
7. Illana Bay			
(Parola Beach)	Cotabato	XII	SC

Henceforth, all industrial establishments, business, commercial, and agricultural firms, government agencies, political subdivisions, government owned and controlled corporations and other similar entities and instrumentalities, including persons discharging liquid wastes into said rivers/bays are hereby required to observe and comply with the foregoing classification.

This Memorandum Circular shall take effect immediately.

**ANGEL C. ALCALA**  
Secretary

**Recommending Approval:**

**BENJAMIN C. BAGADION, JR., Ph.D.**  
Undersecretary for Environment and Research

**RACHEL A. VASQUEZ**  
OIC, Director  
Environmental Management Bureau

**DENR Memorandum Circular**  
**No. 19**  
**June 02, 1994**

**SUBJECT : Selected Flagship Species for DENR Regional Offices.**

In the interest of the service and pursuant to Department Memorandum Order No. 7, Series of 1993, Republic Act No. 7586 otherwise known as NIPAS Act of 1992, and its Implementing Rules and Regulations, and in line with the basic policy of the government to protect, conserve and preserve representative samples of biological diversity, the following species shall be adopted and shall serve as the banner species of the different Regions throughout the country, to wit:

Region	Common Name	Scientific Name
CAR	Benguet pine	<u>Pinus kesiya</u>
1	Salago	<u>Wikstroemia ovata</u>
2	Narek	<u>Hopea cagayanensis</u>
3	Phil. mallard	<u>Anas luzonica</u>
4	Tamaraw	<u>Bubalus mindorensis</u>
5	Gray's monitor lizard	<u>Varanus olivaceus</u>
6	Phil. spotted deer	<u>Cervus alfredi</u>
7	Cebu black shama	<u>Copsychus cebuensis</u>
8	Mancono	<u>Xanthostemon verdugonianus</u>

9	Phil. monkey	<u>Macaca fascicularis</u>
10	Molave	<u>Vitex parviflora</u>
11	Phil. eagle	<u>Pithecophaga jefferyii</u>
12	Mt. Apo lorikeet	<u>Trichoglossus johnstoniae</u>

The identified flagship species shall be used as emblems of conservation in the concerned DENR Regional Offices. Action plan shall be prepared by concerned Regional Offices for the protection and conservation of these flagship species and cost of implementation shall be included in their respective Annual Work and Financial Plans.

This Order shall take effect immediately.

**BEN S. MALAYANG III**  
Acting Secretary

Recommended By:

**BENJAMIN BAGADION, JR.**  
Undersecretary for Environment  
and Research

**CORAZON CATIBOG-SINHA**  
Director  
Protected Areas and Wildlife Bureau

**DENR Memorandum Circular**  
**No. 20**  
**June 21, 1994**

**SUBJECT : Designating Point Persons for Inter-Agency Projects.**

In the interest of the service, the following are hereby designated as point persons in the different inter-agency projects:

1. OIC, RED Vicente Veracion - for BCDA-Camp John Hay  
DENR-CAR Project
2. RED Oscar Hamada - for BCDA-Poro Point and  
DENR-Region 1 other projects
3. RED Israel C. Gaddi - Clark-Subic Project  
DENR-Region 3
4. RED Carlos C. Tomboc - BCDA Project in Fort  
DENR-NCR Bonifacio

As such, they are tasked to see to it that environmental management is integrated in the planning and investment packages of these projects.

They shall immediately coordinate with the General Manager of the BCDA on this.

They shall submit report to the Secretary and the Undersecretary for Field Operations on the status of these projects.

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

**DENR Memorandum Circular**

**No. 22**

**June 30, 1994**

**SUBJECT : Release of Signed Official Documents/Papers  
Within 24 Hours.**

In the interest of the service, particularly to expedite and/or facilitate official transactions in the Department, all official documents/papers shall be released within 24 hours after they are signed by the officials concerned.

All DENR personnel involved in records handling, specifically in the releasing thereof, shall see to it that this Memorandum Circular is strictly complied with.

This Circular takes effect immediately and supersedes any instruction inconsistent herewith.

**ANGEL C. ALCALA**  
Secretary



**DENR Memorandum Circular**

**No. 28**

**July 25, 1994**

**SUBJECT : Institutionalizing POPDEV Integration Into DENR Planning Processes.**

In keeping with the agreements made during the NEDA-IPDP Project Steering Committee Meeting held last March 25, 1994 for the integration of population concerns to agency plans and projects, and in consonance with the Presidential directive to integrate population dimensions and the family planning components of the Philippine Agenda 21 into development planning, you are hereby enjoined to undertake the following effective immediately:

- a) Assess sectoral plans and determine extent of integration of population dimensions.
- b) Submit report to the Central Office thru the Planning and Policy Service Office findings on the above not later than 15 August 1994 and every end of March thereafter.
- c) Assist LGUs, particularly Local Development and Planning Councils in formulation and integration of activities/plans for the population program.
- d) Undertake analysis of sectoral plans and determine possible integration of population programs and projects in the annual work plans.
- e) Ensure POPDEV integration in the formulation of plans and projects in the CY 1995 Work and Financial Plan preparation and every year thereafter.
- f) Coordinate with existing Population Officers or identify and mobilize DENR field offices for the above activities.

All Bureaus/Regional Planning Officers and appointed Planning Officers at the various projects/field offices are hereby designated as POPDEV focal points that will be responsible for the attendance, coordination and participation of their respective offices on the above concerns.

This Memorandum Circular takes effect immediately.

**ANGEL C. ALCALA**  
Secretary

**DENR Memorandum Circular  
No. 30  
August 18, 1994**

**SUBJECT : Guidelines on the Implementation of the Weekend Youth Brigade of the Kabataan 2000.**

**Sec. 1 BASIC POLICY**

Pursuant to Executive Order No. 139, S. of 1993, establishing the Kabataan 2000 Program, the Department of Environment and Natural Resources (DENR) for its part shall take the lead in the implementation of the Environment and Natural Resources component of the Program.

**Sec. 2 OBJECTIVES**

The following are the objectives of the component program:

- 2.1 To divert the interest of our youth to a more productive activity;
- 2.2 To encourage the direct involvement of our youth in Environment and Natural Resources development including protection;
- 2.3 To develop concern and sense of awareness on environmental issues/problems and the government's program in response to the said issues; and
- 2.4 To enhance leadership qualities and teamwork among the youth, and contribute to nation building.

**Sec. 3 PROJECT CONCEPT**

- 3.1 Description

Hand in hand with other programs of the DENR, the nationwide tree planting program shall be participated in by the youth aged 15-25 years,

high school, college, and technical vocational students and out-of-school youth (OSY). Tree planting shall be done during the week-end of the rainy months and maintenance and protection related activities thereafter. These activities shall be done on a year round basis each with specific schedules.

### 3.2 Component Features

This involves purely tree planting along roadsides, parks, front and backyards and other areas which shall be identified by DENR in coordination with the LGUs and Barangay Councils.

### 3.3 Duration

The program which shall be launched nationwide on August 27, 1994 will be a continuing activity of DENR involving the youth.

### 3.4 Clientele

High school, college and technical vocational students and out of school youth, with ages ranging from 15 to 25 years shall be encouraged to participate. These volunteers shall be grouped, each to be headed by a leader to be selected by the members of the group.

### 3.5 Cooperating Agencies

Proper coordinating with the following government agencies is, likewise, encouraged for the Tree Planting component of the Weekend Youth Brigade:

- 3.5.1 The identification of youth volunteers shall be the responsibility of the SK in coordination with DECS, DILG and DSWD.
- 3.5.2 The DENR's RPAO shall coordinate with PIA, PCYA, DECS and the SK on media coverage and publication of WYB activities.

- 3.5.3 The PENRO/CENRO shall coordinate with DND's local milit units and DILG's local police units with regards to prevaili peace and order situation.

**Sec. 4 OUTPUTS**

The program shall contribute to the planting of some 120,000 seedlings annually along roadsides, parks and other areas which shall be identified by DENR in coordination with LGUs and SKs.

It shall, likewise, enhance awareness and develop deeper sense of responsibility of the youth on the conservation of our forest resources by their involvement in the tree planting program of the government.

**Sec. 5 MECHANICS OF IMPLEMENTATION**

- 5.1 The DENR shall coordinate with the Sangguniang Kabataan (SK) who shall recruit and list down volunteers from among the youth in their respective barangays.
- 5.2 The DENR in coordination with LGUs and SKs shall identify the proposed tree planting sites. The SK shall submit to DENR-CENRO their target number of seedlings to be planted.
- 5.3 The SK shall also undertake site preparation activities such as brushing, staking and hole digging.
- 5.4 The DENR thru its PENROs and CENROs shall provide the necessary seedlings and technical assistance.

**Sec. 6 MONITORING AND EVALUATION SCHEME**

- 6.1 Central - The Office of the Secretary (OSEC), shall consolidate reports coming from the field offices and submit the same to the PCYA, Office of the President not later than the 10th day of the following month.

- 6.2 Regional - The Regional Executive Director (RED) shall represent the DENR as member of the Kabataan 2000 Regional Steering Committee. Particularly, he shall oversee the implementation and ensure the success of the Program in his region.
- 6.3 Provincial - The Provincial Environment and Natural Resources Office (PENRO) shall:
- a) monitor the accomplishment of all the barangays within its jurisdiction;
  - b) submit a monthly report to the RED not later than the 5th of the succeeding month.
- 6.4 Community - The Community Environment and Natural Resources Office (CENRO) shall:
- a) coordinate closely with the SK in the identification of the site where tree planting shall be undertaken;
  - b) provide the necessary forest tree seedlings and technical assistance; and
  - c) coordinate with the Department of Agriculture/Bureau of Plant Industry to provide technical assistance and fruit tree seedlings.

**Sec. 7 BUDGET**

All planting materials shall be provided by the local DENR (CENRO seedling production) and DA/BPI.

**Sec. 8 REPEALING CLAUSE**

All provisions of previous memorandum circular inconsistent therewith are hereby repealed or amended accordingly.

**Sec. 9 EFFECTIVITY**

This circular shall take effect immediately.

**ANGEL C. ALCALA**  
Secretary

**DENR Memorandum Circular**

**No. 32**

**September 06, 1994**

**SUBJECT : DENR Divers Who Could Assist in the Conduct of  
Coral and Fish Survey and Assessment.**

In the interest of the service and to facilitate the speedy assessment and monitoring of coral and reef fishes of CEP model/impact sites, the following personnel may be requested to assist in the said activities:

Region/ Agency	Name of Personnel	Field of Specialization
IV-A	Domingo R. Bravo Lilibeth Candolita	Coral/Seagrass/Seaweed Fish/Seagrass/Seaweed
IV-B	Astra N. Arciaga Avelino Garcia	Fish/Seagrass/Seaweed Coral/Seagrass/Seaweed
V	Stephen A. Alba Efren Operio, Jr. Jose M. Roco, Jr.	Fish/Seagrass/Seaweed Fish/Seagrass/Seaweed Coral/Seagrass/Seaweed
VI	Hazel Ynion Mila Ebreo Immaculate Huntarciego	Fish/Seagrass/Seaweed Fish/Seagrass/Seaweed Coral/Seagrass/Seaweed
VII	Noel Dan R. Mateo Marcelo C. Macanda Arnulito C. Viojan	Coral/Seagrass/Seaweed Coral/Seagrass/Seaweed Fish/Seagrass/Seaweed
IX	Ruben Tabora Almario Kaabay, Jr.	Coral/Seagrass/Seaweed Fish/Seagrass/Seaweed
X	Mario Lao Edgar Canete	Fish/Seagrass/Seaweed Coral/Seagrass/Seaweed



XII	Rosalina Cortez Eulo Fuentes	Fish/Seagrass/Seaweed Coral/Seagrass/Seaweed
NCR	Consolacion Capino Arnel Luz	Fish/Seagrass/Seaweed Coral/Seagrass/Seaweed
PAWB	Eduardo C. Bonilla Lynette T. Laroya	Fish/Seagrass/Seaweed Coral/Seagrass/Seaweed
EMB	Renato T. Cruz Vicente R. Diaz Samuel N. Libo-on Virgilio Bagtas Nick Guillermo	Seagrass Seagrass/Fish Seagrass Seagrass Seagrass
FSP	Josette B. San Luis Joel F. Malicsi	Coral/Seagrass/Seaweed Fish/Seagrass/Seaweed
Central	Virgilio P. Palaganas Sheila G. Vergara	Coral/Seagrass/Seaweed Fish/Seagrass/Seaweed

The above mentioned personnel can be requested, whenever available and allowed by their mother units, by regions requiring assistance in the conduct of their coastal resource assessment activities. Travelling expenses of the invited individuals shall be shouldered by the inviting region, subject to the usual accounting and auditing procedures.

**ANGEL C. ALCALA**  
Secretary

**Recommending Approval:**

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

**DENR Memorandum Circular**  
**No. 35**  
**September 30, 1994**

**SUBJECT : Guidelines in the Preparation of Project Completion/Termination Report (PCR/PTR) for Foreign-Assisted Project.**

**Sec. 1 Basic Policy.** Foreign-assisted projects (FAPs) are rich sources of information which can be of great help for project management and concerned policy makers if such information are known to them. Information i.e. appropriateness of the design, effective strategies, management skills and style that can be used in formulating specific actions and plans necessary to ensure satisfactory performance of current and future projects. Studies and policies are likewise often generated and formulated from these projects through Technical Assistance extended by foreign consultants and experts.

**Sec. 2 General Objectives.** Documentation, however, of project findings and other information are not given due attention. If ever there are such, these reports are deficient of important information necessary to make a decision. It is in this context that FASPO decided to come up and have a standard format for the preparation of a Project Completion/Terminal Report (PCR/PTR) necessary to record the findings, lessons learned and experiences gained by the project to serve as guide in the formation of future policies and projects.

**Sec. 3 Specific Objective.** To come up with a standard comprehensive documentation and evaluation outline of a project report necessary to assess the results of project activities and performance and the effectiveness of the means employed to achieve the results.

**Sec. 4 Expected Outputs.** A standard comprehensive outline of a Project Completion/Terminal Report (PCR/PTR). However, should a project be required to submit a similar report by its donor agency, same could be used provided that the information outline in the FASPO format are likewise contained in the report.

**Sec. 5 Coverage and Schedule of Preparation.** Project Completion/Terminal Reports (PCRs/PTRs) should be prepared for all completing/terminating projects and programs implemented by the Department. It should be prepared by the Project Management Office (PMO) within one (1) year before the completion of the project. The first draft of the report should be submitted six (6) months before the completion/termination date and the final report within three (3) months before the completion/termination date with due consideration to the comments made on the draft report.

**Sec. 6 Content and Type.** An outline is prepared to facilitate the preparation of the PCR/PTR and to have a general uniformity of format and content for consistency purposes. However, projects are not limited to provide more information than what is required in the outline. Minor variations can be made to suit the specific or individual needs of the projects.

**Sec. 7 Brief Description of Report Content.**

- 7.1 **Front Cover.** The format for the front cover shall include the name of the agency (at the top of paper), the kind of report (i.e., Project Completion/Terminal Report), the program/project title and the date the report was made. This format should be used for all PCRs/PTRs.
- 7.2 **Table of Contents.** The format and style for the table of contents of PCRs/PTRs shall be the usual format used in all report preparation.
- 7.3 **Maps.** A map showing the project area and the location of major project facilities should be provided. Other relevant maps should also be included in the report.
- 7.4 **Profile or Basic Project Data.** This section present a one-page relevant data and information about the project. This includes a brief description of the project and its objectives, the location, duration and type of project, the total project cost as well as the funding, executing, implementing and participating agencies.
- 7.5 **Executive Summary.** This portion is the summary of the overall content of the PCR/PTR as well as the most significant findings and conclusions,

both positive and negative. This portion should include a one paragraph report of the different headings and subheadings in the report.

- 7.6 **Project Description.** This chapter describes mainly the activities in the pre-implementation phase of the project. This includes the rationale, identification and preparation, its objectives and components and other project arrangements.
- 7.7 **Implementation Achievement.** The specific project accomplishment during the implementation phase are presented and described in this chapter. This should cover actual activities of each components of the project as against the planned targets. This chapter should also include problems encountered during implementation and actions taken to address such problems.
- 7.8 **Implementation Performance.** This chapter describes and assesses the basic features of the project's implementation including any significant deviations made by the project and the factors that affect the project performance. This chapter should cover all aspects of the project from project identification to project implementation.
- 7.9 **Project Results.** This chapter describes the impacts made and the benefits derived from the project achievements. This chapter should focus on the positive as well as the negative impacts. Attention should also be given to the mitigating measures adopted by the project to avoid such negative impacts.
- 7.10 **Key Issues for the Future.** This chapter presents project specific issues which remain unresolved or those that continue to be crucial for sustainability of project benefits or those that have broader implications for future projects intended to assist project management and policy makers in formulating actions and plans.
- 7.11 **Lessons Learned.** This chapter should contain relevant positive and negative lessons experienced during project implementation. It is important to first identify and present the positive lessons experienced so that they could be repeated in the future. This should be followed by

a discussion of the lessons from negative aspects which should be given special attention in the design for future projects.

7.12 **Conclusion.** This chapter presents the general conclusions arising from the project experience which are relevant to future developmental activities. It should also contain a summary of project specific matters which require further action by concerned parties.

7.13 **Appendices.** Only pertinent information should be included in Appendices. Those Appendices which are essential for substantiating and/or clarifying the findings presented in the text of the PCR/PTR. The use of Appendices to elaborate technical aspects of the project or its operations should be avoided or if absolutely necessary, it should be brief. The project however are not limited to provide as many appendices as they want which they deemed important.

**Sec. 8 Additional Guidelines.** The Secretary may issue additional instructions/guidelines necessary for the effective and efficient implementation of this Circular.

**Sec. 9 Repealing Clause.** All other provisions, orders, memos, circulars, rules and regulations, inconsistent to the provisions herein specified are hereby repealed and modified accordingly.

**Sec. 10 Effectivity.** This Memorandum Circular takes effect immediately.

**ANGEL C. ALCALA**  
Secretary

**Recommending Approval:**

**RICARDO M. UMALI**  
Undersecretary for NRM and  
Supervising Officer, FASPO

**SUBJECT : Establishing Guidelines for the Preparation of Phase-In/Phase-Out Plan for Completing/Terminating Foreign-Assisted Projects.**

**Sec. 1 Rationale**

Foreign-assisted projects are large investment projects funded through foreign loans or grants over a limited period. However, while continued funding for the projects are assured during their loans/grants periods, difficulty in sourcing of funds from the regular appropriations after said period are encountered. Activities e.g., plantation maintenance and protection are disrupted or discontinued, resulting in the waste of initial investments. Moreover, maintenance of existing infrastructure and other facilities are affected, thereby hastening their deterioration.

It is therefore, imperative that plans and strategies for the phase-in/phase-out of said projects be formulated at the earliest time possible. This will provide for the smooth integration of the project's components into the regular activities of the Regional Offices, local government units or community, where appropriate and acceptable, and ensure that the developmental activities, existing infrastructure and equipment are continued and maintained, respectively.

**Sec. 2 Definition of Terms**

- |                   |   |  |
|-------------------|---|--|
| <b>Phase In</b>   | - | systematic transfer/integration of project or component thereof to another party inclusive of all characteristics inherent to the project/component. |
| <b>Phase Out</b>  | - | systematic withdrawal of assistance; can be complete or partial.   |
| <b>Assistance</b> | - | may be in the form of project funds sourced from foreign and GOP counterpart fund; manpower; administration/supervision.                             |

**Party** - a recognized agency, organization, institution, community, or unit.

### **Sec. 3 Objectives**

1. To formulate plans, strategies and schedules for the phasing-in/phasing-out of foreign-assisted projects and facilitate the integration/transition of their activities into the regular activities of their respective Regional Offices, LGUs or communities as they approach their termination/completion date;
2. To determine the budgetary requirements of the projects during the phasing-in/phasing-out period for integration into the budgetary requirements of the Regional Offices;
3. To formulate recommendations regarding the appropriate uses of existing infrastructure and the deployment and maintenance of the existing equipment and vehicles;
4. To identify operational problems, including the issue on utilization of highly trained contractual project personnel and formulate strategies and courses of action to address said problems; and
5. To conduct a complete inventory of the equipment, infrastructure, other properties and accomplishments of all foreign-assisted projects.

### **Sec. 4 Expected Output**

1. Plans, strategies and schedule of integrating project activities into the regular activities of the regions, LGUs or communities.
2. Projects' budgetary requirements and alternatives after termination of loans/grants and strategies for integration into the regions, LGUs regular budget or community funding

3. Recommendations on the uses of the projects' infrastructure, deployment and maintenance of vehicles and equipment after termination of loans/grants.
4. List of identified operational problems, including the placement of highly trained contractual personnel by the projects and strategies and courses of action to address the problems.
5. A complete inventory and distribution plan of equipment, vehicles, infrastructure, and other properties, including the physical and financial accomplishment reports and other documents of the projects.

## **Sec. 5      Implementing Strategy**

### **A.      Coverage**

All ongoing foreign-assisted projects

### **B.      Participating Offices and Roles**

#### **B.1 Participating Offices**

To ensure the efficient and effective implementation of the undertaking, the following offices shall be informed/represented/involved/ consulted in the preparation and execution of the Phase-In/Phase-Out Plan, thus:

1.      Office of the Designated Senior Officer of the Project.
2.      Office of the Undersecretary for Field Operations.
3.      Office of the Undersecretary for Natural Resources Management
4.      Office of the Undersecretary for Environment and Research



5. Office of the Foreign-Assisted and Special Projects (FASPO)
6. Office of the Assistant Secretary for Planning and Policy Studies
7. Office of the Assistant Secretary for Management Services
8. Other concerned DENR Offices (including Regional/PENRO/CENRO Levels)
9. Concerned Project Management Offices (PMO)
10. Concerned oversight agencies/institutions/ organizations/ local government units.
11. Affected community/ies

## **B.2 Roles**

- B.2.1 The Designated Senior Officer (DSO) of the Project shall take the lead in the review and shall oversee the implementation of the Plan. The Office of the Undersecretary for Field Operations through the respective PENRO/CENRO concerned shall support and coordinate the implementation of the Plan.
- B.2.2 A Secretariat based at FASPO shall be formed to backstop the Designated Senior Officer (DSO).

The Secretariat shall be composed of:

1. PCMS, FASPO representatives (2)
2. PDPS, FASPO representatives (1)
3. Field Operations representatives (2)

- B.2.3 The concerned FASPO Desk Officer shall be one of FASPO's representatives to the Secretariat.
- B.2.4 The Office of the Assistant Secretary for Management Services shall take the lead in the inventory and documentation of vehicles, equipment and other facilities and fixtures of the Project, in coordination with FASPO's Desk Officer for the Project. It shall also be responsible in the safekeeping of all original documents.
- B.2.5 Likewise, the Office of the Assistant Secretary for Management Services shall provide duplicate copies of all documents pertaining to Item B.2.4, to PCMS-FASPO for future evaluation purposes.
- B.2.6 The respective Regional and/or Central-based Project Management Offices shall prepare the accomplishment reports, Work and Financial Plans and other pertinent documents, if applicable, and provide copies for reference.

## **C. Schedule of Implementation**

### **C.1 Draft Phase-In/Phase-Out Plan**

To facilitate the preparation of each Project's Phase-In/Phase-Out Plan, a draft framework Plan shall be prepared by the respective PMO of all on-going FAPs in consultation with participating offices (Section V.B.1). The Plan shall be guided by the attached outline but shall not be constrained from providing more information than what the outline is requiring.

### **C.2 Submission of Draft Framework Plan**

All draft framework plans shall be submitted to the Secretariat not later than two (2) months upon the signing of this Circular.

The Secretariat will then prepare a summary of all recommendations for review by the Designated Senior Officer (DSO) and other concerned Offices.

Likewise, it may recommend the conduct of a meeting, if necessary, with the Designated Senior Officer as presiding officer. The meeting shall discuss and decide on the final Plan.

### **C.3 Revisions in the Final Plan**

The Designated Senior Officer through the Secretariat shall be informed in writing of any proposed amendment to or revision on the Final Phase-In/Phase-Out Plan. Item C.2, paragraph 2 can be invoked upon, if necessary.

### **C.4 Effectivity of the Final Plan**

Effectivity of the Plan shall be specified in the final design (whether complete or partial phase in/out e.g. by component; by site) and at what phase of project implementation. (Details per Annex A under Specific Strategies). Otherwise, the Plan shall be fully implemented by the final year of project implementation.

## **Sec. 6 Funding and Logistic**

All traveling expenses incurred relative to the implementation of the undertaking shall be chargeable against the appropriations of the respective offices of the team members unless specified otherwise.

To facilitate mobility of the teams, the respective Regional and Project Management Offices shall provide vehicles (i.e., including fuel) and assistance, whenever necessary.

## **Sec. 7 Monitoring and Evaluation**

To ensure the smooth implementation of the Phase-In/Phase-Out Plan, the respective regional offices shall be responsible in the regular monitoring of

the execution of the Plan and shall provide monthly feedback to the Designated Senior Officer (DSO) through the Secretariat. Timely and appropriate action must be taken to address problems and potential bottleneck areas so as to prevent significant delays in the implementation.

Likewise, each PMO shall include in their monthly reports to FASPO the progress by which their plans are being implemented.

**Sec. 8 Additional Guidelines**

A copy of the Projects' Phase-In/Phase-Out Plan shall be an Annex to the Project Completion/Termination Report (PCR/PTR).

The Secretary may issue additional instructions as may be necessary for the effective implementation of this Circular.

**Sec. 9 Repealing Clause**

All other provisions, orders memos, circulars and other rules and regulations inconsistent or contrary to the provisions herein specified are hereby repealed and modified accordingly.

**Sec. 10 Effectivity**

This Memorandum Circular shall take effect immediately.

**ANGEL C. ALCALA**  
Secretary

**Recommending Approval:**

**RICARDO M. UMALI**  
Undersecretary for Natural  
Res. Management and Supervising  
Officer for FASPO

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

**DENR Memorandum Circular**  
**No. 39**  
**November 02, 1994**

**SUBJECT : Clarification on the Designation of the RTD to act as Chair of the Executive Committee (EXECOM) and PAMB and his/her Responsibilities in the Protected Areas and Wildlife Division (PAWD).**

Pursuant to Sections 22 and 25 of DAO 25, Series of 1992, an RTD can act as Chair of the Executive Committee and can be designated by the RED as Chair of the PAMB. There being no clear qualification or particular reference made under the foregoing provisions as to the RTD who should discharge the preceding functions and responsibilities, it is hereby clarified and affirmed for the information and guidance of all concerned that preferably the RTD for the Environmental Management and Protected Areas Service (EMPAS) be so designated. However, in the event that there is a significant number of protected areas in the region or in case there are impediments that may prevent the RTD for EMPAS to assume the position, the RTD either from the Research, Forest Management, Lands Management or Mines may be designated but the responsibility on NIPAS implementation remains with the EMPAS.

Section 35 of DAO No. 25, Series of 1992 states the responsibilities of the RTD to assist the RED and provide technical direction and supervision over the PAWD. This supervisory task refers to the administration of the PAW Sector in the region which has always been under the RTD for EMPAS.

**ANGEL C. ALCALA**  
Secretary

**DENR Memorandum Circular**  
**No. 47**

**SUBJECT : Appointments for Promotion.**

You are instructed to submit to Central Office all vacant positions for CENRO/PENRO for proper allocation to deserving employees.

Beginning January, 1995, no applicants for field assignment will be entertained by this office if the application is presented personally. To be given due course are those who on the basis of documents are meritorious and who signified their interests in writing and those indorsed by other private citizens or competent public officials in writing.

Personnel presenting their credentials personally will not be entertained and applications will be returned to the Regional Executive Directors concerned for proper channeling of communications.

For strict compliance.

**BEN S. MALAYANG III**