

DENR Memorandum Circular
No. 05
February 16, 1995

**SUBJECT : Amending BFD Circular No. 12, Series of 1983,
(Revised Guidelines in the Processing of Grazing
Lease/Permits Application)**

1. Items 1 and 2 of BFD Circular No. 12, Series of 1983, entitled "Revised guidelines in the processing of grazing lease/permits application", are hereby amended to read as follows"]
 - "1. Pasture applications referred to herein are:
 - a) Those filed on or before January 16, 1976 and now pending processing at the DENR Central, Regional, PENR and CENR Offices.
 - b) New pasture applications over areas formerly covered by expired/cancelled pasture permits and leases and rejected pasture applications which are still suitable for grazing purposes."
 - "2. New applications which do not fall under the categories in item 1 above shall now be processed even without prior clearance from the Director Forest Management Bureau."
2. The rates of application and inspection fees shall be based on the schedule prescribed under DENR Administrative Order No. 18, Series of 1993.
3. All functions of the erstwhile BFD Regional Directors as stated in the said Circular shall be exercised by the DENR Regional Executive Directors. Forest Land Grazing Lease Agreements and the Forest Land Grazing Permits shall be approved by the Undersecretary for Field Operations and Programs and the Regional Executive Director, respectively, in accordance with Department Administrative Order No. 38, Series of 1990.
4. All other provisions of BFD Circular No. 12, Series of 1983, shall remain the same.
5. This Circular shall take effect immediately.

(SGD.) ANGEL C. ALCALA
Secretary

DENR Memorandum Circular
No. 09
April 11, 1995

SUBJECT : Guidelines Implementing the Turn-Over Process to Local Government Units (LGUs) and Communities Under the Regional Resource Management Project (RRMP) for Regions 1, CAR & 2.

Sec. 1 Premises

- 1.1 Whereas, RRMP has adopted a community-based resource management approach as a basic implementation strategy in stemming environmental degradation in the uplands;
- 1.2 Whereas, the strategy calls for the building of the capacity of the LGUs and community institutions to develop poor upland farmers into organized and self-reliant communities through the introduction of technical and management approaches that are both economically productive and environmentally sustainable;
- 1.3 Whereas, in accordance with the RRMP design, the LGUs and the communities are the main beneficiaries and active partners of the DENR in Project implementation;
- 1.4 Whereas, the institutional activities of RRMP are focused on LGUs, to build their capacities to plan, coordinate, and support the implementation of rural community-based forestry projects.
- 1.5 Whereas, the institutional strengthening objective is consistent with and supportive of Section 17 of the Local Government Code which devolves to the LGUs the implementation of community-based forestry projects.

Sec. 2 Purpose

For, and, in consideration of the above premises, this Circular is being issued to formalize and start the process of turning-over pertinent management and implementation responsibilities, facilities, equipment, and other resources of the project to the LGUs.

Sec. 3 Specific Items Covered Under the Turn-Over

- 3.1 Facilities and Other Capital Improvements

- 3.1.1 Multi-purpose centers/buildings
- 3.1.2 Multi-purpose pavements
- 3.1.3 Graded trails
- 3.1.4 Access roads, bridges and revetments
- 3.1.5 Social Infrastructure (e.g. water system, sanitation facilities)
- 3.1.6 Key barangay project sites
- 3.1.7 Off-farm development (e.g. communal agro-forestry, reforestation, riverbank/roadside plantations, agro-silviculture, trailside planting etc.)
- 3.1.8 Community nurseries
- 3.1.9 Community fishponds

3.2 Equipment Support

- 3.2.1 Heavy equipment
- 3.2.2 Motor vehicles
- 3.2.3 Vehicle spare parts
- 3.2.4 Office equipment
- 3.2.5 Farm tools

3.3 Financial Resources

- 3.3.1 Infrastructure funds
- 3.3.2 MOOE for PPC/MPC meetings
- 3.3.3 MOOE for vehicle repair and maintenance
- 3.3.4 Project Funds (as provided in MOAs effecting sub-contracting arrangement)

3.4 Other Resources

Trained staff from WMUs and BDUs (for possible absorption by provinces and municipalities)

3.5 Management and Implementation Responsibilities

These are responsibilities that are to be turned over during Project life and are expected to be carried on by LGUs after Project completion particularly in expansion barangays. (For details refer to Attachment B)

Sec. 4 Turn-Over Process

- 4.1 Implementation Mode. The turn over to the LGUs of Project resources, as itemized under Section 3 above, shall be pursued in consideration for the

assumption by the LGUs of management and implementation responsibilities. This shall be done through a sub-contracting arrangement between the DENR and the concerned LGU. Such arrangement shall be effected through a Memorandum of Agreement (MOA) spelling out the terms and conditions governing the sub-contract, the duties and responsibilities of each party and other applicable rules and regulations. The MOA shall also include a budget specifying the eligible items of expenditure, contract cost and the procedures for funds management and disbursement.

4.2 Timetable

- (a) There are two sets of timetable that shall be followed in the turn-over implementation process. The first applies to LGUs which from Project start-up have shown consistent support, interest and commitment to the Project's activities and other ENR-related concerns. In the case of these LGUs the turn-over shall be fast-tracked which means that the sub-contracting arrangement shall be initiated and completed within the first three years of Project life.
- (b) The other set of timetable follows a gradual and phased approach. The turn over shall be pursued in three major phases over the seven year life span of the Project with some overlaps among the phases.

The Phases are as follows:

CAPACITATION PHASE (years 1 to 3 or 1992, 1993, 1994 and 1995)

At the project management level, this involves the initiation of LGUs into their respective implementing roles and their active involvement as participants/beneficiaries of the institutional strengthening activities of the Project.

At the site development level, this phase includes the activities pursued in the nucleus or key barangays primarily consisting of the following components or initiatives: Local Social Development, Community Resource Development, Infrastructure and Livelihood. It shall be the expectation that during this phase, the DENR shall play the lead role in field-level project management and implementation.

PHASING-IN PHASE (years 3 to 6 or 1994 or 1995; 1996 and 1997)

During this Phase, the scenario shall be that of the LGUs assuming management responsibilities. An example would be the shifting of the burden of chairing or directing the activities and meetings of the Project Management

Committees from the DENR to the LGUs. Also, during this Phase, the first cycle of the training program prepared for LGUs shall have been completed together with the outputs expected from the training program. This Phase shall also witness the full assumption by some committed LGUs of project management and implementation responsibilities as described in Section 4.2 (a) of this Circular.

At the site level, critical activities shall include the turn over of pertinent facilities and nucleus sites to the LGUs and the replication of site-level development activities in radiation barangays. In the replication of such activities, it shall be the expectation that the LGUs having already been capacitated shall assume the lead role with DENR providing the necessary technical assistance services.

FULL ASSUMPTION (years 5 to 7 or 1996; 1997 and 1998)

The main scenario during this phase shall primarily be the LGUs fully assuming project management and implementation responsibilities accompanied by an almost complete turn-over of Project facilities and resources to the LGUs. This Phase shall also involve the preparation of detailed phase-out plans and the transition to regular government operations and financing. During the period, it shall be the expectation that LGUs have provided in their own local budgets, funds for the proper maintenance and operation of Project facilities and continuity of Project initiatives. Or, if such funds have not been made available, assurances have been made to that effect.

At the site level, the LGUs shall have undertaken similar activities in expansion barangays with the DENR providing its regular services consistent with its mandate.

- (c) A graphical illustration of the above Phases including the participation level of DENR and the LGUs in the whole turn-over implementation process is shown as Attachment A of this Circular. The presentation also depicts over the life of the Project how the development activities introduced at the nucleus barangays are replicated in the radiation barangays and sustained in the expansion barangays.

4.3 General Milestones, Events and/or Activities. The milestones, events, activities characterizing the above phases are enumerated below.

(a) Capacitation Phase

1992 and 1993

Project Management

- Organization of PPCs and MIPCs
- Signing of MOAs with LGU executives
- Holding of regular PPC/MPC meetings (continuous)
- PPCs/MPCs meetings as fora for inter-agency coordination and complementation of projects in pilot barangays and in other upland barangays, (continuous)
- Conversion of PPCs/MPCs into sectoral committees of PDCs/MDCs
- Implementation of PPC/MPC - initiated project activities (continuous)
- Designation of LGU coordinators
- Setting-up of Project offices at site level with LGU assistance
- Signing of MOAs with Governor for the implementation of infrastructure plans
- Preparation of infrastructure plans
- Prioritization of infra projects
- Actual implementation by PEOs of civil works either by administration or forced account and
- Opening and operationalization of Provincial Trust Account for infrastructure assistance

Site Development (for nucleus barangays)

Barangays/Communities

- Organization of BDPCs/BDCOMs either by Barangay Council or by community/target participants (for nucleus and radiation barangays but will be extended by LGUs to expansion barangays to be undertaken also in radiation and expansion barangays)
- Registration of Community Association/Organization (also in radiation barangays)
- Preparation of barangay socio-economic profiles
- Formulation of barangay development plans
- Training of key farmer leaders
- Establishment and operationalization of Community Revolving Fund (CRF) at all project sites
- Operationalization of CRF
- Establishment of Agro-forestry model farms
- Establishment and operationalization of nurseries
- Identification of priority livelihood projects
- Validation of priority livelihood projects

- * Establishment and operationalization of “sweat” funds
Identification/linkaging with funding institutions.

1994

Project Management

- * Preparation by PPCs/MPCs of Area-based ENR policy agenda (continuous)
- * Prioritization/endorsement by PPCs/MPCs of a CBRM project
- * Identification/prioritization of radiation sites by PPCs/MPCs
- * Endorsement/concurrence of performance indicators for turning-over of project management responsibilities and resources to LGUs
- * Concurrence with the design of the turn-over process
- * Adoption and installation of operational guidelines for infrastructure contracting arrangement between DENR and LGUs
- * Adoption and installation of monitoring, evaluation and billing systems for infrastructure works at community and LGU levels.

Site Development

- * Organized community associations (e.g. with corresponding operating systems and procedures which include rules on membership, discipline, conduct of meetings, capital formation and financial management) in nucleus sites
- * Establishment of a community information and planning system for participating barangays to institutionalize community review and update of development plans (nucleus barangays)
- * Transformation of umbrella associations and possibly transform these into cooperatives (in nucleus barangays)
- * Conversion of the BDPCs/BDCOMs into regular structures of Barangay Development Councils. (in nucleus barangays)
- * Replication of the LSD/CO process in radiation barangays
- * Activated and better functioning CRF (in nucleus barangays)
- * Introduction of appropriate agro-forestry systems in the micro-watershed farm and the radiation barangays
- * Maintenance and protection of established plantations (in nucleus barangays)
- * Expansion of participatory applied research system
- * Conduct of pre-investment studies on prioritized livelihood projects
- * Endorsement of prioritized livelihood projects for external financing

b. Phasing-In Phase

1994 and 1995

- * Organization of LGU core groups
- * Completion of the first cycle of the sequential and specialized skills training designed for the LGUs at provincial and municipal levels
- * Adoption and installation of management systems by LGUs
- * Chairmanship of all PPCs/MPCs shifted to local chief executives (DENR PENROs/CENROs will serve as Vice-Chairmen or simply as members)
- * Drafting of MOAs for sub-contracting arrangement with LGUs (those LGUs identified for the fast track mode)
- * Drafting of umbrella and area-specific MOAs (LGUs under the sequential and phased mode)

Site Development

- * Turn-over of pertinent facilities and nucleus sites to concerned LGUs
- * Maintenance and operation of completed infrastructure facilities of site levels by LGUs
- * Maintenance and operation of key barangays or nucleus sites by LGUs
- * Identification and prioritization of expansion sites by PPCs/MPCs

1996 and 1997

- * Drafting of revised or supplemental MOAs to include expanded turn-over to LGUs under the phased mode
- * Turn-over of radiation sites to LGUs by DENR
- * Turn-over/transfer of WMU and BDU personnel to pertinent offices at provincial and municipal levels
- * Preparation by LGUs of budgetary requirements for management and operation of nucleus and radiation barangays with DENR assistance
- * Fund sourcing for expansion barangays
- * Assistance to LGUs by DENR and other NSAs in the development of expansion sites
- * Continuing technical assistance to LGUs by DENR and NSAs in the implementation of nucleus and radiation barangays
- * Management by LGUs of project funds directly related to implementation responsibilities turned-over to them and as specified in MOAs

(c) Full Assumption Phase

1996 and 1997

- * Drafting and approval of detailed Project phase-out plans.
- * Inclusion of Project resource requirements in regular agency budgets and also in LGU budgets. (The percentage of budgetary inclusions will grow at an accelerated rate throughout the withdrawal phase).
- * PPCs/MPCs assume field level management and administration responsibilities over the Project. (Such responsibilities vis-a-vis DENR will be specified in MOAs)
- * Preparation of pertinent documentations for turn-over of Project properties to LGUs and other eligible NSAs
- * Housing of WMUs and BDUs at pertinent offices (e.g. PPDOs and MPDOs) of the LGUs
- * ENR Plan and Investment Programs form part of the development plans and investment programs of pilot provinces and municipalities
- * Possible absorption of WMU and BDU personnel and assurance of continuity in LGU plantilla

1997 and 1998

- * Implementation of all aspects of phase-out plans
- * Full assumption by LGUs of Project management and implementation responsibilities
- * Replication by LGUs of site development activities in expansion sites subject to availability of LGU funds or other fund sources
- * Continuing site management and implementation responsibilities in nucleus and radiation barangays
- * Provision of funding support under LGU budget for operation and maintenance of turned-over sites and facilities

4.4 Region-Specific Milestone Events and/or Activities

In order to enhance the relevance of the turn-over process, the Regional Executive Directors of Regions 1, 2 and CAR using item 4.3 above as framework shall identify and/or delete specific milestones and/or activities deemed applicable (non-applicable) to their respective regions. The PMO, however, through the RED shall be properly informed of revisions or changes made.

4.5 Delineation of Specific Roles and Responsibilities of Each Implementing Unit/Office and LGU

Attachment b of this Circular shows the specific roles and responsibilities of each implementing unit/office and LGU. In order to avoid confusion, the functions and responsibilities defined thereat shall be strictly adhered to throughout the Project's life.

4.6 Assessment Criteria

From the above milestones, indicators that specifically measure LGUs response to Project interventions shall be selected. These shall then serve as the criteria from which to assess the level of preparedness and LGUs to assume management and implementation responsibilities including transfer of specific equipment, facilities and other capital improvement. These criteria including the procedural guidelines in the assessment process shall be issued by the designated senior official of ENR-SECAL.

4.7 Turn-Over of Project Facilities, Other Capital Improvements and Funds

As a matter of policy, the transfer of Project facilities and resources to LGUs shall be accompanied by the assumption by LGUs of Project management and implementation responsibilities as defined in detail Attachment B.

In this connection, the following guidelines with regard the timing of the turn-over/transfer of Project facilities and resources shall be strictly followed:

- (a) At the end of the Capacitation Phase the following facilities and equipment shall have been turned-over to LGUs
 - * Facilities and other capital improvements as itemized in Section 3.1 of this Circular.
 - * Equipment support except service vehicles as itemized in Section 3.1 of this Circular.
 - * Financial resources except MOOE for PPC/MPC meetings, some infrastructure funds and project funds (depending on sub-contracting arrangement) as itemized in Section 3.1 of this Circular.
- (b) During the Phasing-In phase the following items shall have been turned-over/transferred to LGUs:
 - * Remaining infrastructure funds
 - * Service vehicles

- * Other facilities not covered above
- * MOOE for PPC/MPC meetings
- (c) During the Full Assumption Phase the following shall have been transferred/turned-over the LGUs:
 - * Remaining Project properties/resources as determined by phase-out plans
 - * Remaining Project funds as per MOA/sub-contracting arrangement

4.8 Mechanism for Funds and Resources Transfer

The turning-over of facilities, resources and other Project funds shall be governed by the terms and conditions set under the MOA as specified in Section 4.1 of this Circular. Attachment C provides the mechanisms and procedures governing such transfers.

4.9 Deployment and/or Recipients of Equipment, and Other Project Properties

The Project Implementation Volume (PIV) shall serve as guide in determining the deployment and/or recipients of equipment, facilities and other capital improvement procured/constructed/established under the Project.

In addition, the senior designated official for ENR-SECAL with the recommendation of the PMO and in consultation with the RPMOs shall provide the necessary guidelines and decision with regards the deployment, transfer and ownership of equipment and other properties not specifically defined in the PIV.

Similar questions/issues arising at the LGU level shall be deliberated upon and resolved by the concerned PPCs/MPCs following a participatory and consultative process. In such deliberations, the concerned RPMOs and the Technical Assistance Team (TAT) shall provide the necessary supporting documents and back-up support.

Sec. 5 Supplementary Circulars/Guidelines

5.1 Issuance of Regional Memorandum Circulars (RMCs)

In recognition of the differences in the institutional settings prevalent at the field/LGU levels and DENRs commitment to participatory decision-making, the

REDs of 1, 2 and CAR are allowed to issue region-specific Circulars implementing the turn-over process, specifically, with regards Section 4.4. In the preparation of the RMCs, the REDs using the relevant provisions of this Circular as basis shall actively solicit and consult with the pertinent LGUs.

5.2 Issuance of Joint DENR-LGU Circulars

In order to enhance the active involvement of the LGUs in the turn-over process, the issuance of a Joint Circular (JC) between DENR and the concerned LGUs is strongly encouraged. This JC shall spell out the specific roles and responsibilities of each party (as defined in Attachment B). The signatory of the DENR's side shall be the DENR official pertinent or commensurate to the level of the concerned LGU (e.g. the PENRO and Governor or the CENRO and the Municipal Mayor).

5.3 Issuance of Supplementary and Other Operational Guidelines

The designated senior official for ENR-SECAL is hereby authorized to issue other operational guidelines not specifically mentioned here for the efficient implementation of the Circular.

Sec. 6 Effectivity

This Circular takes effect immediately.

ANGEL C. ALCALA
Secretary

**DENR Memorandum Circular
No. 10
April 18, 1995**

**SUBJECT : Additional Guidelines on the Issuance/Processing of
Private Land Timber Permit (PLTP)/Special Private
Land Timber Permit (SPLTP)**

In furtherance to DENR Memorandum Circular No. 19, Series of 1992, Memorandum Circular No. 18, Series of 1993 and the Radio Message dated 04 January 1994 of Undersecretary Ben S. Malayang on the issuance/processing of PLTP/SPLTP, the following additional guidelines are issued for the compliance and guidance of all concerned:

1. The suspension on the issuance/processing of PLTP/SPLTP in areas/provinces where a logging ban/moratorium is in effect is hereby lifted subject to the following conditions:
 - .1 Submission by applicant of clearance from the Barangay Captain and Municipal/City Mayor;
 - 1.2 Timber produced from PLTP/SPLTP shall be used only for personal use, government infrastructure project or cottage industries in the province;
 - 1.3 No logs/lumber shall be transported outside the province where the PLTP/SPLTP is located, unless authorized by the Secretary on a case to case basis;
 - 1.4 Monitoring in the cutting and transport of logs/lumber shall be done using procedures concurred in by the Provincial and Regional Multi-sectoral Forest Protection Committee.
 - 1.5 Forest charges shall be paid prior to transport of the forest products.
2. The PLTP/SPLTP in areas covered by the logging ban/moratorium shall be issued only by the Secretary of his duly authorized representative, as the case may be.

This circular takes effect immediately.

ANGEL C. ALCALA
Secretary

**DENR Memorandum Circular
No. 12
May 10, 1995**

SUBJECT : Guidelines for the Implementation of the Turn-over Design of the Regional Resource Management Project (RRMP) in Regions IX & X under the ENR-SECAL Program to Communities, Barangays and Local Government Units.

1.0 Basic Policies:

- 1.1 The RRMP as specified in the ENR-SECAL Project Implementation Volume (PIV) envisions the eventual turn-over of project implementation and responsibility to the Key Barangays and Local Government Units (LGUs).
- 1.2 The PIV also states that in the process of attaining the project-objective of developing an active and self-reliant community organizations to be directly involved in project implementation, it should at the same time provide a practicum for training the local government units and institutions to develop their sustained capacity to support, expand, and replicate the community-based resource management project.
- 1.3 The LGU through the ENRO, whose creation is provided under the Local Government Code, is tasked to establish, maintain, protect and preserve communal forests and watersheds and to provide extension services to beneficiaries of forest development projects and technical, financial and infrastructure assistance, and assistance for natural resources-related conservation and utilization activities consistent with ecological balance.
- 1.4 The RRMP Devolutionary Project Management Framework for Regions IX and X spells out the shifting roles of the key implementing actors throughout the journey of the project and is hereby approved as an integral part of this Memorandum Circular. (Annex A)

2.0 Definition of Terms and Key Concepts of Turn-Over:

- 2.1 Turn-over, as used in RRMP, refers to the process of transferring the administration of project implementation to the LGU and

authorizing the key barangays to manage and expand RRMP activities and assume management and stewardship over local natural resources. This involves supervision of project implementation by the LGUs and community level management of physical assets, systems and processes and Community Resource Management (CRM) activities by the key barangays. Still, overall program management is a continuing function of DENR.

- 2.2 Project administration by the LGU shall be understood as the authority "To supervise, oversee or superintend" the implementation of the project. The administration of RRMP implementation is transferred to LGUs, which involves two stages:
 - (a) Phasing-In, when the LGU continues the CO/CD and PM/IS activities upon the termination of the NGO contracts one year before the completion of the establishment stage (1994-1995); and
 - (b) Formal Turnover, when formal transfer of responsibility for project implementation to the LGU takes place at the end of the establishment stage (after November 1995 in Region X and February 1996 in Region IX).
- 2.3 Formal assumption by Key Barangays of role as "Local Resource Manager." Management of local resources by key barangays shall be synonymous with the power "to plan, control, regulate and direct" project activities in the key barangays and the utilization and protection of the local natural resources. The Barangay Resource Management Committee (BRMC), through the community organization that has been nurtured and trained by the NGOs, assumes management of project activities in the key barangays and expanding the same to other sitios and households, and the management and stewardship of local natural resources.

3.0 Timetable:

RRMP implementation is for a seven-year period. During the seven years, the role of the LGU in project management expands towards full assumption of responsibility for project administration while the role of the DENR changes from project lead agency to overall program management of the ENR-SECAL.

Project implementation is focused according to the following phases:

- 3.1 The ESTABLISHMENT PHASE: Years 1-3 (1992-1995):

- 3.1.1 DENR-LGU-NGO-RTAT jointly prepare, organize, and strengthen identified key barangays to become long-term local resource managers and set up working models of improved community management. The establishment phase shall be for the three-year period, where Year 1 (1992-1993) concentrates on CONSCIOUSNESS RAISING; Year 2 (1994) focuses on IMMERSION IN PROJECT PROMOTED TECHNOLOGIES AND METHODS; and on Year 3 (1995), DEEPENING OF RRMP LEARNINGS AND VALUES.
 - 3.1.2 DENR and LGU further learn RRMP by actually implementing the RRMP project design, concepts, principles and strategies. Specifically, the DENR and LGU learn hands-on how to implement the RRMP intervention (components) on the ground.
 - 3.1.3 RESOURCE MANAGEMENT COMMITTEES are organized as oversight bodies in the barangay, municipal/city, provincial and regional levels and LGU creates, staffs and provides budget for its own Environment and Natural Resources Office (ENRO) as its RRMP Lead Office. DENR develops a cadre of experientially-trained CBRM-oriented personnel, particularly the Technical Counterpart Coordinators and its Site Officers.
- 3.2 THE EXPANSION PHASE: Year 4-5 (1996-1997):
- 3.2.1 The Key Barangays assume their role as local resource managers by managing and expanding RRMP activities to other sitios and households and management and stewardship of local natural resources.
 - 3.2.2 The LGU, utilizing experiential learnings from Years 1-3, now replicates RRMP in identified expansion barangays within the watershed, with the technical assistance of experienced DENR Site Officers. The LGU also enhances its capability to manage CBRM projects.
- 3.3 THE SUSTAINING PHASE: Years 6-7 (1997-1999)
- 3.3.1 Self-reliant and strong community organizations under the oversight of Resource Management Committees sustain and manage project activities in key and expansion barangays

and at the same time develop, protect and manage the local natural resources existing within the barangays, as stewards and legal holders thereof.

3.3.2 LGU replicates RRMP on other barangays within the watershed. The DENR manages the ENR-SECAL Program as a whole.

4.0 Funding:

4.1 Funding for all project components (from Years 4 to 7: 1996-1999) except NRA shall be transferred and managed by the LGU who will subsequently transfer CRM funds to the Community Revolving Fund (CRF) installed in the community. Operationally, the implementation of project components such as CO/CD, PM/IS, CRM, infrastructure and support (IEC, training, etc.) shall be administered by the LGU (provincial, municipal) at the end of the establishment stage (after November 1995 in Region X and February 1996 in Region IX).

4.2 The LGU shall open a Trust Account solely for RRMP-IX and X funds received, and at the same time maintain separate books of accounts and records for the same. An RRMP Fund Management Unit shall be organized by the Provincial Treasurer/Accountant and trained by the DENR/RTAT in the utilization and accounting of RRMP funds.

5.0 Composite Activities In the Turn-Over Process

5.1 To Local Government Units:

The process of transferring responsibility for project implementation from the DENR, the lead agency, to the LGU, is a journey of confidence-building. To ensure that the RRMP design, concepts, principles and methodologies are imbibed by the receiving LGUs, the following are must activities in the process of turn-over:

5.1.1 Workshop for PRMPCs, workshop provides orientation or refresher briefing for provincial, city or municipal officials, including chairman of SP/SB Environment and Natural Resources Committees, planning offices, ENROs, and heads of line agencies. During the workshop, the LGU will be requested to do the following: 1) Organize the PRMC/

CRMC, if not done yet through the issuance of an Executive Order; 2) Create or appoint its ENRO; and 3) Formally adopt the RRMP as its own project by SP/SB Resolution.

- 5.1.2 **Sub-contracting Activity.** The pro-forma Memorandum of Agreement (MOA) prepared by the RTAT and DENR will be discussed with the LGU. The principal contracting party shall generally be the provincial LGU as it is envisioned that the province will spearhead the replication of RRMP in other watershed within the province. Since municipalities are mandated under the Local Government Code to “implement community-based forestry projects”, it is essential that the MOA, although signed by the provincial governor as contracting party, also delineates the role of the municipality in supervising the implementation of community organizing and community resource management activities.
- 5.1.3 **LGU Activity Planning.** With the assistance of the RTAT and DENR, the LGU will undertake the step-by-step charting of the course of the project in the expansion barangays and the activities to be undertaken in supervising the continuing RRMP activities in the key barangays.
- 5.1.4 **Work and Financial Plan Preparation.** Also, with the assistance of the RTAT and DENR, the LGU will prepare the Work and Financial Plan (WFP) as basis for release of funds to the LGU. The WFP is approved by the governor and RED of DENR.
- 5.1.5 **Recruitment of LGU RRMP Project Staff.** Using the WMU contracting funds transferred by the PENRO to the LGU, a project staff is organized. The recruitment and selection of qualified Specialists is undertaken, with the DENR and the RTAT providing guidance to the LGU in setting the qualification requirements and the criteria for selection. The DENR and RTAT shall participate in the selection process.

If the ENRO (office) is already created, organized and staffed, the RRMP project staff can come from this office. If only the ENRO (Officer) is appointed, the RRMP project staff organized out the RRMP funds released to the LGU should be supervised by him. Where no ENRO has been created, appointed or designed by the LGU, the RRMP project manager hired out of RRMP funds released to the LGU can be designated by the LGU as the ENRO.

5.1.6 **Formal and On the Job Training.** Prior to fielding of the ENRP/RRMP project staff to the key/expansion barangays, formal orientation and briefing on the roles of the staff and the RRMP concepts, methodologies, principles and technologies shall be provided by the DENR and the RTAT. Continuing provision of skills enhancement, on the job training along community organizing, conflict management and resolution, and community resource management methods and technologies shall be undertaken by DENR and the RTAT to further reinforce the learnings of the LGU on community-based resource management.

5.2 To Key Barangays:

The transformation of key barangays into local resource managers began with the first step in community organizing. CO/CD processes were designed to allow project beneficiaries to walk through the stages of CONSCIOUSNESS RAISING in Year 1, IMMERSION IN PROJECT PROMOTED TECHNOLOGIES in Year 2, and DEEPENING OF LEARNINGS AND VALUES in Year 3. Community Organizations went through tedious process of strengthening so that eventually, AS THE LOCAL RESOURCE MANAGERS, the key barangays are able to plan, direct, control and regulate the development, access and utilization of natural resources. A strengthened and capacitated community is able to protect, enhance, develop and non-destructively utilize resources in meeting the requirements of livelihood.

Turn-over of project activities shall be made to the Barangay Resource Management Committee where the community organization developed, nurtured and trained along the RRMP concepts, principles and methodologies by the NGO assigned to the area is a part. The community organizations serves as the Secretariat of the BRMPC. the BRMPC in turn is a part of the Barangay Development Committee, the development planning of the barangay council. Formal investiture of the key barangay as local resource manager involves the following:

- 5.2.1 Application of the indicators of community preparedness to expand and manage RRMP.
- 5.2.2 Discussion of results with the community organization.
- 5.2.3 Increasing the Viability of the Community Revolving Fund. The CRF plays a critical role in the Community's assumption as local resource manager.

At least 80% of CRM funds are released to the CRF by the PENRO as grants as of turn-over period. The CRF in turn retails the CRM funds to beneficiaries as loans. The repayment scheme ensures that the CRF will continue to have funds that can be lent to other project beneficiaries and allow them to undertake CRM activities or provide re-loans to members even beyond the 7-year lifespan of the project.

5.2.4 BRMP/CO, LGU and RTAT shall conduct a dialogue on the responsibilities of the local resource manager, delineation of roles in a horizontal and vertical hierarchical order.

5.2.5 Getting the commitment of the key barangay to manage and expand RRMP activities to other households, including the undertaking of CO/CD for new members, training of new members on CRM concepts, methods and technologies.

5.2.6 Formal instrumentation. Option are (1) MOA, or (2) Certificate of Turn-Over. Both are to be signed a formal community assembly.

6.0 Turn-over of Responsibilities, Capital Improvement and Other Facilities

6.1 Turn-over to LGU:

6.1.1 Provincial-LGU (ENRO and PRMPC):

Specific Items Covered under the Turn-over:

(a) Administration of Component Activities Implementation:

- * Project Management
- * Monitoring and Evaluation
- * IEC and Training
- * Institutional Strengthening
- * Infrastructure
- * Preliminary activities to resolve NRA issues
- * RRMP Fund Management

b) Use and Maintenance of:

- * Office Equipment
- * Construction Equipment

- * Service Vehicles (AUVs & Motorcycles)

6.1.2 Municipal-LGU (ENRO and MRMPC):

Specific Items Covered under the Turn-over:

a) Implementation of Component Activities:

- * CO/CD
- * CRM
- * Institutional Strengthening
- * Project requiring low engineering skills

b) Use and Maintenance of:

- * Office equipment
- * Service Vehicles (Motorcycles)

6.2 Turn-over to Key Barangays (Community Organization and BRMPC)

Specific items covered under the Turn-over:

6.2.1 Physical Assets (Equipment, tools, materials, buildings, roads, water system, etc.)

6.2.2 Management of RRMP activities in key barangays

6.2.3 Management of resources by holder

6.2.4 Systems and processes.

7.0 Supplementary Circulars

7.1 The designated Senior Official for ENR-SECAL is hereby authorized to issue other operational guidelines not specifically mentioned here for the efficient implementation of this Circular.

7.2 The Regional Executive Directors are authorized to issue supplementary regional circulars and other operating guidelines using as bases the relevant provisions of this Circular.

7.3 A joint Circular between DENR and the LGU concerned is

encouraged to spell out the details of each party's roles and responsibilities which will further firm up the system of devolving the administration of community-based resource management projects to local government units.

8.0 Effectivity

This Circular takes effect immediately.

ANGEL C. ALCALA
Secretary

DENR Memorandum Circular

No. 95-15

June 10, 1995

SUBJECT : Inclusion of Areas Covered by Certificate of Land Ownership Award (CLOA) in the Issuance of Private Land Timber Permit (PLTP)

In support to the Comprehensive Agrarian Reform Program (CARP) of the Government and in recognition of the rights of the CARP beneficiaries to the trees found thereat, areas covered by CLOA is hereby included in the issuance of PLTP, subject, however, to the following additional conditions:

1. The provisions of DENR Administrative Order No. 121, series of 1989, DENR Memorandum Order No. 22, series of 1990, DENR Memorandum Circular No. 19, series of 1992 and DENR Administrative Order No. 53, series of 1992 shall be strictly followed and observed by all concerned;
2. No issuance of PLTP in areas covered by CLOA within public forest lands and vice versa;
3. Applicants for PLTP in areas covered by CLOA must submit a permit/clearance from the Local office (Municipal Agrarian Reform Office or MARO) of the Department of Agrarian Reform (DAR) of his/her intention(s) to cut and utilize the trees found therein; and
4. Regardless of the total harvestable volume and number, the area under this Order shall be subjected to an Initial Environmental Examination to determine the environmental impact of the cutting to be undertaken thereat. The same shall be verified by a Registered Forester of the CENRO Office concerned and who in turn shall submit comments and/or recommendation on the matter to the Regional Executive Director (RED) concerned, thru channel, under oath, within one (1) week after verification has been made.

This Order takes effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

JOSE D. MALVAS, JR.
Director
Forest Management Bureau

**DENR Memorandum Circular
No. 20
December 18, 1995**

SUBJECT : Implementing Guidelines of DENR Administrative Order No. 95-9, Series of 1995, Regulation on Forest Tree Seed Production, Collection and Disposition.

Pursuant to Section 12 of DENR Administrative Order No. 95-9, dated 29 March 1995, and in order to ensure the use of quality forest tree seeds for the country's forestation program, the following guidelines and procedures are hereby issued for the guidance and compliance of all concerned.

Sec. 1 Identification and Establishment of Seed Production Areas (SPAs)

- 1.1 The prioritization of species and the number of SPAs to be established shall be based on Regional needs. The minimum area for individual SPA shall be two (2) hectares. Areas less than 2 hectares that meet the requirements provided for under DAO No. 95-9, Series of 1995 shall be considered as seed sources. Provided, however, that seeds should only be collected from selected phenotypically superior trees. Additional potential SPAs to be identified by the different Regional Forest Tree Seed Committees (RFTSCs) in their respective regions shall be validated by teams to be fielded out by the National Forest Tree Seed Committee (NFTSC).
- 1.2 The boundaries of the selected SPAs shall be clearly demarcated in the area with poles and signboards, and shall be indicated in the forest map.
- 1.3 Seed trees shall be selected based on the criteria specified in Annex B of DAO 95-9. The identified seed trees shall be marked with a paint band and consecutively numbered. Trees that do not meet the standard shall be marked with an X and cut during roguing operations.
- 1.4 The number identities of all these trees shall be retained and used in all subsequent activities, i.e. genetic tests for future tree improvement endeavors.
- 1.5 Only trees of superior bole form, with balanced crowns, proportionately small branches, healthy (without any sign of insect or disease damage) and are dominant or co-dominant will be retained as seed trees. All suppressed trees and those which are defective, with irregular bole form must be rogued.

- 1.6 A one hundred meter wide buffer zone for the identified SPA shall be constructed and maintained. Trees of the same species within the buffer zones with undesirable traits shall likewise be removed.

Sec. 2 Maintenance and Protection of Established Seed Production Areas (SPAs)

- 2.1 An integrated management plan for the SPA/Seed Source shall be prepared by the PENRO/CENRO in collaboration with the Regional Forest Tree Seed Committee (RFTSC). Such plan shall be submitted for evaluation and approval by the National Forest Tree Seed Committee (NFTSC). The RED/PENRO/CENRO shall be responsible for the operationalization/implementation of the plan.

2.2 Roguing

In feeling the trees to be removed during roguing operations, the fall should be properly directed so as not to cause any damage to be selected trees. In cases where damage cannot be avoided, the girdling of trees to be removed shall be done. The girdled trees shall be subsequently cut after their branches have fallen. A second roguing may be necessary to remove other inferior trees that might have been missed during the elimination process. Roguing operations shall be supervised by a trained/competent forester authorized by the Regional Forest Tree Seed Committee. Trees removed and/or pruned branches shall be disposed in accordance with existing rules and regulations.

2.3 Stand Improvement

All stand improvement activities such as thinning, pruning, and liberation cutting shall be done in accordance with the plan as approved by the Regional Executive Director.

2.4 Protection of SPAs

All other activities incompatible with the purpose of seed production, shall not be allowed. The RED/PENRO/ CENRO shall be responsible for the protection of these areas.

Sec. 3 Documentation

A Seed Production Area Register (Annex C of DAO No 95-09) shall be accomplished for all proclaimed SPAs. A copy of these registers shall be sent to

the Forest Management Bureau (FMB) who shall be responsible for the incorporation of these into Forest Genetic Resources Information Data Base System (FGRID). All RFTSCs/PENRO/CENRO shall be responsible for the documentation of all activities conducted in the SPAs, records on seed yield and other relevant information.

Sec. 4 Accreditation

All private plantation owners seeking accreditation SPAs shall submit an integrated management plan of are applied for. These areas shall also be validated by a team organized by the NFTSC whose findings shall serve as basis in the accreditation of the areas as SPA by the concerned Regional Executive Director. The said accreditation shall be renewed every five (5) years, subject to the evaluation and recommendation of the NFTSC. However, this shall not preclude the DENR in cancelling/suspending such accreditation pursuant to the provisions of DAO 95-09.

Sec. 5 General Procedures for Seed Collection.

5.1 Time of Collection

Seeds shall be collected from SPAs where majority of the fruits are ripe enough to contain mature/well developed seeds. This can be determined from periodic visits to SPA that should be done during flowering and fruiting of the trees.

5.2 Collection Method

Depending on economic and practicability, seeds could either be collected from the ground or from standing trees. Appropriate tools and equipment shall be used for efficiency and safety.

5.3 Records and Labels

Each seed lot collected shall be properly labelled and identified. Appropriate information shall be placed inside and outside each container. Use indelible and waterproof writing materials. The following are the minimum information that shall be included in a label:

- 5.3.1 Species name (common and botanical)
- 5.3.2 Seed lot ID
- 5.3.3 Provenance
- 5.3.4 Amount of seeds in kg.
- 5.3.5 Source/Location

- 5.3.6 Date collected
- 5.3.7 Collector's name

A "Seed Register" form for each seed lot shall be properly filled up in accordance with Annex "C" of DAO 95-09 and submitted to the Seed Storage and Testing Centers together with the seed lot.

5.4 Temporary Storage After Collection

If collection cannot be completed in one day and immediate transport of fruits/cones or seeds is not possible heating up shall be prevented by providing adequate ventilation and stacking in thin piles. Avoid contact with moist soil or soaking the seeds, fruits/cones in rain or water.

Sec. 6. Transport

Immediate transport to the seed storage and testing centers is recommended. During transport, heating shall be avoided by adequate ventilation, prevention of direct exposure to sunlight or contact with hot engine.

Sec. 7. Seed Processing

Seed Collected from any of the identified SPAs shall be processed before they are submitted to the nearest seed storage and testing centers. This is to ensure that seed deterioration is minimized and the quality of the seed is maintained prior to storage or disposition for planting. Care must be taken to ensure that seed lots are not mislabeled after they have been processed. The label should be properly attached to the seedlot immediately after bagging and putting them in appropriate containers. The information on the corresponding seed processing method used for the species should also be added to its seed register form.

Sec. 8. General Procedure for Tree Seed Testing

8.1 Seed Quality Tests

The following seed test shall be performed on samples of submitted seed lots immediately after receipt of the seeds; viability test, test for moisture content, seed vigor and seed health tests should be performed in a regular basis thereafter depending on the species, to monitor changes on the quantity on the seeds.

8.2 Documentation of Test Results

Data gathered from these tests shall be recorded in the seed register form and indicated in the seed tag or label that must accompany all seeds bound for storage or distribution. As previously mentioned, the tag or labels should be prepared in duplicate, one to be placed in the seeds container and the other one tagged outside of the container. All data gathered must be recorded and kept for ready reference and to serve as basis for monitoring the quality and performance of the seed lot. A copy of the same shall be submitted to the FMB for appropriate storage in the FGRID system. These data are crucial in refining seed quality test standards through the years.

8.3 Conduct and Supervision of the Tests

The procedures in conducting these tests are detailed in the attached manual by species where applicable. A regular seed technologist of the Seed Storage and Testing center must conduct the test, the result of which must be duly certified by his/her supervisor. No seedlot shall be disposed without these seed tests, especially the viability and seed health test. All tests should be done promptly and results immediately sent to the requesting parting. The standard procedures to be used for each test are given in Annex A.

Sec. 9 Seed Storage

- 9.1 Large quantities of seeds shall be brought to the nearest Seed Storage and Testing Centers for processing and storage, while seeds of small quantity shall be processed and stored directly in the region for their immediate and future use.
- 9.2 All recalcitrant seeds shall be immediately sent to the center for appropriate storage and handling.
- 9.3 The Center shall render service to owners of private SPAs in terms of processing, testing and storage for a fee as may be prescribed. Payment shall depend upon the bulk of fruits/seeds to be processed, tested and stored.
- 9.4 The recommended storage for selected species is presented in Annex B.

Sec. 10 Seed Disposition

- 10.1 The DENR Seed Storage and Testing Centers and accredited SPA owners shall make available quality seeds to all reforestation projects and plantation-related projects at prevailing market prices.

10.2 The Seed Storage and Testing Centers may also provide seeds in limited quantities, free of charge to researchers, and institutions for experimental purposes upon request.

Sec. 11 Revisions of standards and technical procedures

Standard and technical procedures specified in this implementing guidelines shall be modified or revised based on the generated information/technology on forestry seeds.

Sec. 12 Repealing Clause

The provisions of DAO No. 31, Series of 1991 with respect to the option of buying tree seeds from accredited SPAs, MC No. 11, Series of 1991, DAO No. 95-5 and other related issuances which are inconsistent with this guidelines are hereby modified accordingly.

Sec. 13 Effectivity

This Memorandum Circular shall take effect immediately.

VIRGILIO Q. MARCELO
Undersecretary for Field Operations

Recommending Approval:

JOSE D. MALVAS, JR.
Director
Forest Management Bureau &
Chairman, National Forest Tree Seed Committee

EMILIO A. ROSARIO
Director
Ecosystems Research and Development Bureau

EVANGELINE C. CRUZADO
Program Director
National Forestation Development Office