



MEMORANDUM

FOR : All Regional Executive Directors
DENR Regions 1-13 and CAR (Except NCR)

FROM : The OIC-Assistant Secretary for Field Operations–Western
Mindanao and Director, in concurrent capacity

SUBJECT : **REQUEST FOR INPUTS/COMMENTS ON THE DRAFT
DENR MEMORANDUM CIRCULAR (DMC) RE:
GUIDELINES ON THE CONDUCT OF PARTICIPATORY
COMMUNITY-BASED FOREST MANAGEMENT
AGREEMENT (CBFMA) HOLDER PERFORMANCE
EVALUATION AND RENEWAL OF EXPIRING CBFMA**

DATE : JUN 13 2023

This refers to the draft DENR Memorandum Circular (DMC) regarding the **Guidelines on the Conduct of Participatory Community-Based Forest Management Agreement (CBFMA) Holder Performance Evaluation and Renewal of Expiring CBFMA**s. The draft DMC presents the process in evaluating the performance of CBFMA holders, also referred to as CBFM-People's Organizations (POs), based on their obligations indicated in the tenurial instrument. Further, it also provides guidance in the renewal and non-renewal of CBFMA of CBFM-POs that underwent the performance evaluation process and were recommended by the DENR to either continue for another twenty-five years or cease to perform their rights and obligations as tenure holders.

The DMC is the result of the enhancement and merging of FMB Technical Bulletin (TB) Nos. 36 (Procedural Guide on the Conduct of Participatory CBFMA Holder Performance Evaluation as Requirement for the Renewal of Expiring CBFMA) and 38 (Procedural Guide in the Renewal of CBFMA), in compliance with the directive to convert FMB TBs to appropriate policy and as also part of the policy targets of the Bureau for CY 2023. The DMC includes the following Annexes:

- Annex A – Participatory CBFMA Holder Performance Evaluation Process Flow
- Annex B – Participatory CBFMA Holder Performance Evaluation Tool
- Annex C – Summary of Ratings
- Annex D – Comments Regarding Partnership with DENR
- Annex E – CBFM Performance Rubric
- Annex F – Participatory CBFMA Holder Performance Evaluation Report Format
- Annex G – Catch-Up Plan
- Annex I – CBFMA Renewal Process Flow
- Annex J – CBFMA Non-Renewal Process Flow

Relative to the foregoing, may we request for your inputs/comments on the draft DMC. Electronic copy of the DMC can be viewed/downloaded from bit.ly/DMCCBFMEvalRenewal. Please be informed that Annexes A, B, I and J (Process Flows) are yet to be prepared, as these are illustrations of the above-mentioned processes. Thus, the diagram/flowchart to be presented in the said annexes will be dependent to the textual content of the main document of the DMC.

This Office will appreciate receiving your response by **16 June 2023**. Advance copy of which can be submitted to the email address of the Community Forestry Section (CFS) of our Forest Resources Management Division (FRMD) at **frmd.cfs@fmb.denr.gov.ph**, copy furnish **jsaluria@fmb.denr.gov.ph**. The formulation of the DMC is one of the DENR's targets for the current year, hence, your comments/inputs are vital in the further enhancement and finalization of the draft policy.

Should you have further inquiry, you may reach the CFS at contact number (02) 8927-72-78 and at the above-mentioned email address.

FOR INFORMATION AND CONSIDERATION, PLEASE.


ARLEIGH J. ADORABLE, CESO III

cc: The Undersecretary for Field Operations – Luzon, Visayas and Environment
The Undersecretary for Field Operations – Mindanao
The Undersecretary for Policy, Planning and International Affairs

**SUBJECT : GUIDELINES ON THE CONDUCT OF PARTICIPATORY
COMMUNITY-BASED FOREST MANAGEMENT AGREEMENT
(CBFMA) HOLDER PERFORMANCE EVALUATION AND
RENEWAL OF EXPIRING CBFMA**

Pursuant to Executive Order (EO) No. 263, Series of 1995, adopting Community-Based Forest Management as the National Strategy to Achieve Sustainable Development of the Country's Forestland Resources; DENR Administrative Order (DAO) No. 2004-29 or the Revised Rules and Regulations for the Implementation of the EO NO. 263; EO No. 318, Series of 2004, entitled "Promoting Sustainable Forest Management in the Philippines"; the Philippine Master Plan for Climate Resilient Forestry Development (2016-2028); and other pertinent laws, rules and regulations, the guidelines on the conduct of participatory Community-Based Forest Management (CBFMA) holder performance evaluation, and renewal of expiring CBFMA.

SECTION 1. Basic Policy. It is the policy of the State to protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature. Thereby, through the implementation of the Community-Based Forest Management (CBFM) Program, participating organized communities were granted with access to the forestland resources under long-term tenurial instrument known as Community-Based Forest Management Agreement (CBFMA).

CBFMA has a duration of twenty-five (25) years and is renewable for another twenty-five (25) years (*Sec. 14, DAO No. 2004-29*). Thus, compliance by the CBFMA holders with the terms and condition of the tenurial instrument shall be monitored and evaluated (*Sec. 38, DAO No. 2004-29*) to determine eligibility for renewal.

SECTION 2. Objectives. This Order is hereby promulgated to guide the DENR in the conduct of participatory performance evaluation of CBFMA holders, also referred to as CBFM-People's Organizations (POs), and the subsequent renewal or non-renewal of the tenurial instrument. Specifically, this Order intends to:

- 2.1. Assess CBFM-POs in their role as tenure holders using the Second Party obligations stated in the CBFMA;
- 2.2. Serve as a guide for decision making as a requisite to CBFMA renewal or non-renewal;
- 2.3. Identify remedial actions/areas for improvement for the catch-up plan of CBFMA holders that will be recommended for re-evaluation; and
- 2.4. Help the DENR to improving its services to CBFMA holders

SECTION 2. Scope and Coverage. This Order shall cover the procedures in the conduct of the participatory CBFMA Holder Performance Evaluation and the renewal or non-renewal of expiring CBFMA.

SECTION 3. Pre-Evaluation Procedure.

- 3.1. For at least five (5) years prior to the expiration of CBFMA, the CENRO/Implementing PENRO shall notify the CBFMA holder through an official letter regarding the expiration of the tenurial instrument.
- 3.2. **CBFMA holders with intent to undergo participatory performance evaluation.** Within fifteen (15) days upon receipt of notice of CBFMA expiration, the CBFMA holder shall submit a letter of intent to undergo the participatory performance evaluation process at the Community Environment and Natural Resources Office (CENRO)/Implementing Provincial Environment and Natural Resources Office (PENRO). Section 4 (Phases and Steps in the Conduct of Participatory CBFMA Holder Performance Evaluation) shall then follow.
- 3.3. **CBFMA holders with no intent to undergo participatory performance evaluation.** Should the CBFMA holder decide not to undergo the participatory performance evaluation process, a resolution requesting for the non-renewal of CBFMA shall be submitted by the

tenure holder to the CENRO/Implementing PENRO within fifteen (15) days upon notice of CBFMA expiration. Failure to submit the resolution and/or the letter of intent to undergo participatory performance evaluation process (as stated in item 3.2.) within the prescribed period shall warrant the non-renewal of the CBFMA. Items *a*, *c* and *d* under Sub-section 6.2 (CBFMA Recommended for Non-Renewal) shall then follow.

SECTION 4. Phases and Steps in the Conduct of Participatory CBFMA Holder Performance Evaluation. For CBFMA holders that signified their intent to renew their tenurial instrument, the following procedures shall be observed in the conduct of Participatory Community-Based Forest Management Agreement (CBFMA) Holder Performance Evaluation (*see process flow in Annex A*).

4.1. Preparatory Phase

- a. Creation of PET-CBFM.* The PET-CBFM shall be formed and authorized by the Regional Executive Director (RED) through a Regional Special Order. The Regional Office shall compose the PET-CBFM with members who are/were not directly assigned as Extension Officer, technician or Community Organizer of the CBFMA holder concerned. They may be from the offices or units under the Licenses, Patents and Deeds Division (LPDD), Enforcement Division (ED), Conservation and Development Division (CDD), and Surveys and Mapping Division (SMD) of the Regional Office; down to the Community Environment and Natural Resources Office (CENRO). PET-CBFM member from the Enforcement Division shall serve as the team leader.

Additional members from a local NGO or the LGU may be invited as deemed necessary. DENR Field Officer personnel with expertise in Information Technology can help the team in the collation of manually-gathered data or in the encoding of data in the electronic tool.

- b. PET-CBFM Orientation/Training.* The PET-CBFM members must be given an orientation/training on the conduct of Participatory CBFMA Holder Performance Evaluation. The DENR Regional Offices may seek the assistance of the Forest Management Bureau (FMB) for resource person/s but should primarily tap the DENR Field Office personnel who have already undergone the same orientation/training (if any).
- c. Initial familiarization of the CBFMA and CBFMA Holder.* The PET-CBFM obtains a copy of the CBFMA and matches the *CBFMA Holder Performance Evaluation Tool (Annex B)* with the enlisted CBFMA holder's obligations.
- d. Decision on Evaluation System and Methodologies.* The PET-CBFM must choose the evaluation style, i.e. manual, electronic or both, because it requires preparations like printing of manual tools and/or installation of electronic tools/software in a gadget. Moreover, the PET-CBFM shall determine the most appropriate evaluation methodology/ies, e.g. Focus Group Discussions (FGD), Key Informant Interview (KII), field observation, etc., depending on the necessary information required in effectively and efficiently accomplishing the *CBFMA Holder Performance Evaluation Tool (Annex B)*.

4.2. Actual Data Gathering Phase.

The activities/methodologies under this phase are not linear, but are vital in the completion of the phase.

- a. Review of Documents/Records.* The documents/records of the CBFMA holder in the CENRO, PENRO and Regional Office, and those with the CBFMA holder, among other sources, must be examined and noted by the PET-CBFM. The integrity and authenticity of these documents/records shall be established by the PET-CBFM.
- b. Data Gathering from DENR CBFM Coordinators.* Data can already be collected from the previous and present CBFM Coordinators in the CENRO, PENRO and Regional Office ahead of the data gathering with the PO. If the three-level coordinators can be gathered in one location, then a facilitated or unfacilitated FGD can be used, otherwise, a Key Informant Interview (KII) or questionnaire distribution, as the case may be.
- c. Brief Orientation with the CBFMA Holder.* The PET-CBFM informs the CBFMA holder through an introductory orientation: (i) the purpose of the evaluation, (ii) the team members, (iii) schedule, (iv) methodologies and (v) validation and exit conference.

- d. **Conduct of Focus Group Discussion (FGD) Session.** FGD involves gathering selected CBFM-PO members whom the assigned facilitator from the PET-CBFM must be able to encourage talk, share information and join a healthy and informative discourse with other session participants. FGD shall be used in data gathering, data validation, and firming-up of data.
- e. **Field Observation.** This can be done simultaneously with the FGD session, provided that the CBFM-PO members who will act as guides are not involved in the FGD session. Observation and evaluation of production and protection forests shall be conducted in locations within the CBFM area, composing not less than 5% of the total production and protection areas of the CBFM area, to be selected through simple or systematic random sampling.
- f. **Key Informant Interview (KII).** KII involves gathering/verifying information, which may not have emerged or will not emerge from using other methodologies, from/with people who are external to the CBFM-PO and have first-hand knowledge and understanding about the matter at hand.

4.3. Scoring and Analyzing Phase

- a. **PET-CBFM Analysis Session.** All results of the review of documents/records, FGD, field observation, KII and/or other data gathering methodologies undertaken by the PET-CBFM with the CBFMA holder, CBFM Coordinators and other stakeholders shall be scored and analyzed by the PET-CBFM using the *CBFMA Holder Performance Evaluation Tool (Annex B)*, *Summary of Ratings (Annex C)* and *Comments Regarding Partnership of DENR (Annex D)*. The level of performance of the CBFMA holder is determined by matching its total rating against the CBFMA Performance Rubric (*Annex E*).
- b. **Exit conference.** The PET-CBFM shall present their analysis on the performance evaluation results to the PO representatives or a general assembly, along with the CENR Officer and/or PENR Officer/Implementing PENR Officer concerned.

- 4.4. **Endorsing Results and Recommendations.** Regardless of the final results based on the analysis and feedback-giving to the PO, a final report (*see Annex F – Participatory Community-Based Forest Management Agreement [CBFMA] Holder Performance Evaluation Report Format*) of the PET-CBFM, which include its categorical recommendation (i.e. renewal, re-evaluation or non-renewal of CBFMA), shall be submitted by the same to the RED concerned. The final report shall include the copy of the accomplished *CBFMA Holder Performance Evaluation Tool* as attachment.

The RED shall review the final report and concur with the recommendation (i.e. renewal, re-evaluation or non-renewal of CBFMA) given by the PET-CBFM. Thereafter, the process of CBFMA renewal, re-evaluation or non-renewal, as the case may be, shall be undertaken.

SECTION 5. Re-Evaluation Process

- 5.1. The RED shall direct the Enforcement Division (ED) to file the PET-CBFM's final report for safekeeping until the conduct of re-evaluation (*see process flow in Annex G*). The RED shall also direct the CENRO/implementing PENRO to assist the CBFMA holder in complying with the catch-up plan (*see template in Annex H*).
- 5.2. The CENRO/implementing PENRO shall notify the CBFMA holder through an official letter about the compliance of the latter with the catch-up plan and subsequent re-evaluation of its performance. Copy of the catch-up plan shall also be provided by the CENRO/Implementing PENRO to the CBFMA holder.
- 5.3. The CBFM holder recommended for re-evaluation shall undertake remedial actions based on the catch-up plan agreed upon with the PET-CBFM.
- 5.4. After the period of the catch-up plan, the PET-CBFM shall be re-activated or reconstituted in accordance with the criteria prescribed in the *Creation of PET-CBFM* under Section 3. As

much as possible, the same PET-CBFM who conducted the previous evaluation shall conduct the re-evaluation.

- 5.5. The final report of the first evaluation shall be provided by the Enforcement Division to the PET-CBFM.
- 5.6. In the context of re-evaluation, applicable steps stipulated in the *Preparatory Phase* and *Actual Data Gathering Phase* shall be undertaken by the PET-CBFM.
- 5.7. The compliance or non-compliance of the CBFMA holder with the catch-up plan shall be the basis for the renewal or non-renewal of CBFMA. Thus, the *CBFMA Holder Performance Evaluation Tool (Annex B)*, *Summary of Ratings (Annex C)*, *Comments Regarding Partnership of DENR (Annex D)*, and CBFMA Performance Rubric (*Annex E*) shall not be utilized in the conduct of re-evaluation.
- 5.8. **Exit Conference.** The PET-CBFM shall present their analysis on the performance re-evaluation results to the PO representatives or a general assembly, along with the PENR and CENR Officers concerned.
- 5.9. A Completed Staff Work (CSW) Report on the re-evaluation undertaken by the PET-CBFM, which include its categorical recommendation (i.e. renewal or non-renewal of CBFMA), shall be submitted by the same to the RED. The CSW report shall include the copy of the catch-up plan and the report of the first performance evaluation.
- 5.10. The RED shall review the CSW report and concur with the recommendation (i.e. renewal or non-renewal of CBFMA) given by the PET-CBFM. Thereafter, the process of CBFMA renewal or non-renewal, as the case may be, shall be undertaken.

SECTION 6. Processing and Approval of Renewal and Non-Renewal of Community-Based Forest Management Agreement (CBFMA). Subsequent to Sub-section 4.4 or 5.10, as the case may be, the following steps and procedures in the renewal and non-renewal of CBFMA shall be undertaken (*see process flows in Annexes I and J*):

6.1. CBFMA Recommended for Renewal

- a. The RED shall direct the CENRO/implementing PENRO to assist the CBFMA holder in the renewal of the tenurial instrument.
- b. The CENRO/Implementing PENRO shall assist the CBFMA holder to comply with the following documentary requirements for the renewal of the CBFMA:
 1. CBFM People's Organization (PO) Board Resolution authorizing the PO President or any officers of the organization to apply for CBFMA renewal;
 2. Letter of application for renewal of CBFMA (addressed to the DENR Secretary) signed by the PO President or authorized representative/member;
 3. Five (5) copies of Community-Based Forest Management Agreement (*Annex J*) specifying provisions/conditions (as retained and/or modified from the original agreement) agreed into by and between the government and the local community, represented by the People's Organizations, as forest managers, for another twenty-five (25) years. The renewed CBFMA shall bear its original tenure/control number;
 4. Authenticated/Certified True Copy of the updated Certificate of Registration of the People's Organization with Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA);
 5. Updated list of PO officers and members and their respective addresses;
 6. Authenticated/Certified True Copy of the original/reconstituted CBFM Agreement. If the CBFMA was amended during its first 25 years, the original/reconstituted and amended CBFMA shall be submitted;
 7. GIS-generated map of the original or amended (if applicable) CBFMA-covered area showing all developmental projects by the CBFM holder;
 8. Endorsement from the Local Government Unit

9. NCIP Certification Precondition or Certificate of Non-Overlap, whichever is applicable, pursuant to Sec. 59 of Republic Act No. 8371 known as the "*Indigenous Peoples Rights Act of 1997*"; and
 10. Certification from Palawan Council for Sustainable Development (PCSD) if the CBFMA-covered area is located in Palawan
- c. The application for the CBFMA renewal with complete requirements shall be filed at the CENRO/Implementing PENRO at least one (1) year before the expiration of the tenurial instrument.
 - d. The CENR Officer/Implementing PENR Officer shall review all applications for the CBFMA renewal within ten (10) working days upon receipt thereof and shall endorse, if found in order, to the PENR Officer/RED.
 - e. The PENR Officer shall review all applications for the CBFMA renewal with complete requirements endorsed by the CENR Officer within five (5) working days upon receipt thereof and shall endorse, if found in order, to the RED.
 - f. The Regional Office concerned shall review all applications for the CBFMA renewal endorsed by the PENRO/Implementing PENRO and approve the CBFMA renewal, if found in order, within five (5) working days upon receipt thereof.
 - g. Once approved, the CENRO/Implementing PENRO shall assist the CBFMA holder in the notarization of the renewed tenure instrument. The original copy of the approved and notarized CBFMA shall be provided to the CBFM-PO, FMB, DENR Regional Office, PENRO and CENRO; and certified photocopy to the LGU for their information and record purposes. The renewed CBFMA shall have a term of another twenty-five (25) years counted from the last day of validity of the original agreement (first twenty-five [25] years).

6.2. CBFMA Recommended for Non-Renewal

- a. The RED, copy furnished the CENRO/Implementing PENRO, shall notify the CBFMA holder concerned through an official letter about the non-renewal of CBFMA. The rights and responsibilities of the CBFMA holder in the Agreement shall remain in effect until the expiration of the tenurial instrument, unless cancelled/revoked prior thereto.
- b. The CBFM Holder may file a motion for reconsideration (MR) to the RED within fifteen (15) days upon receipt of the notice of non-renewal. If the MR is denied, the CBFMA holder may appeal to the DENR Undersecretary for Field Operations within 15 days upon receipt of notice of denial from the RED. Failure to file the MR within the prescribed period shall render the non-renewal of the CBFMA as final and executory.
- c. The area covered by the CBFMA subjected to non-renewal shall be declared as open access area under the management of the DENR. The area shall be listed in the registry of potential investment areas (PIA). Same should also be assessed/evaluated to determine appropriate land use and be open for application and development under suitable land tenure arrangement.
- d. Also, information about the CBFMA subjected to non-renewal shall be posted in prominent public spaces in the LGU where the CBFM area is located for the information of all concerned.
- e. On the other hand, if the MR is approved, the CBFMA shall undergo the process of renewal.

SECTION 7. Database Management. The DENR Field Offices and FMB shall update the Enhanced Forestry Information System (eFIS) and other related CBFMA database subsequent to the renewal and non-renewal of CBFMAs.

SECTION 8. Planning and Implementation of Renewed CBFMA. Upon renewal of the CBFMA, the CBFMA holder with the assistance of the CENRO/Implementing PENRO shall prepare the Community Resource Management Framework (CRMF) and Five-Year Work Plan (FYWP) in accordance with DAO No. 2004-29, FMB Technical Bulletin No. 20, and other pertinent laws, rules and regulations. The development and management of forestlands covered with renewed CBFMA shall be in conformity with the updated CRMF and FYWP of the CBFMA holder. The affirmation of CRMF and approval of FYWP shall be in accordance with DAO No. 2021-17 dated July 21, 2021.

SECTION 9. Monitoring and Evaluation. The DENR Field Offices and the Forest Management Bureau shall conduct monitoring and assessment of CBFMA areas based on the terms and conditions of the renewed tenure instrument, affirmed CRMF and approved FYWP, at least once a year.

SECTION 10. Budgetary Support. The budget needed for the Participatory CBFMA Holder Performance Evaluation (including re-evaluation), CBFMA renewal and non-renewal, and other activities based on the provisions stated herein shall be included in the Work and Financial Plans of CENROs, PENROs/Implementing PENROs, Regional Offices and the Forest Management Bureau as part of the DENR's major final output. Objectively verifiable indicators of the aforementioned activities shall likewise be identified as basis for monitoring and evaluation.

SECTION 11. Separability Clause. If any of the provisions of this Order shall be held invalid and unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.

SECTION 12. Repealing Clause. Any provisions of previous circular, memoranda and other issuances inconsistent herewith are hereby amended, superseded or repealed accordingly.

SECTION 13. Effectivity Clause. This Memorandum shall take effect immediately.

MARIA ANTONIA YULO LOYZAGA
Secretary

DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES
Forest Management Bureau

PARTICIPATORY COMMUNITY-BASED FOREST MANAGEMENT AGREEMENT (CBFMA) HOLDER PERFORMANCE EVALUATION

CBFMA Holder Performance Evaluation Tool

Direction: This tool will use corresponding rating, ranging from 0 to 5, for each PO answers/responses. Be guided by the notes provided. In order to get the most candid answers, do not tell the respondents the numerical values of their answers/responses.

Current PO Name: _____	Registering Agency: _____	Registration Date: _____
Original Name, if any: _____	Registering Agency: _____	Registration Date: _____
CBFMA Number: _____	Total CBFMA Area: _____ ha	
CBFMA Area Location: _____	PENRO: _____	CENRO: _____
CBFMA Awarding Date (month/day/year): _____	CBFMA Expiration Date: _____	
Are there CSC awardees inside the CBFMA area? Yes _____ No _____	If yes, how many are they? _____	

A. ABOUT THE CBFMA-PO AND CBFMA

Minimum means of verification/supporting documents: Community-Based Forest Management Agreement (CBFMA), Community Resources Management Framework (CRMF) and Five-Year Work Plan (FYWP), registrations and certifications, maps, PO policies and by-laws, official PO membership list, communications/correspondences, documentations/minutes of meetings, resolutions, bank documents, financial reports and audits, official receipts, deeds of sale, project proposals and reports, training certificates and reports, Memorandum of Agreement/Joint Venture Agreements, etc.

Question	Rating
A.1. Does the CBFMA People's Organization (PO) have legal personality? 0 – Never registered with an appropriate government agency 1 – Not updated registration to date 2 – Has record of many re-registrations due to inability to sustain previous registrations 3 – Re-registered with new name in order to be updated 4 – Registration is up-to-date 5 – Registration records are complete and updated annually	

A.2. What is the CBFMA for the PO?

- 0 – No idea
 1 – PO members have heard about it but just forgot what it is
 2 – A project (of DENR)
 3 – A document for the ownership of land being occupied by the PO
 4 – A document for the protection of people's rights over the land PO occupies
 5 – A land management contract for the land PO occupies that is government-owned

A.3. Why does the PO intend to apply for renewal of its CBFMA?

- 1 - PO is renewing for no reason
 2 - PO is renewing because of DENR's advice/promises
 3 - PO is renewing so it goes with the trend (*nakikiuso*)
 4 - PO is renewing mainly for land security
 5 - PO is renewing for many reasons, including sustainability

A.4. How is the PO in terms of the following?

N/A

1. Original members	Men _____ Women _____										
2. Present members	Men _____ Women _____										
3. Does the PO have young and old members?	Approximate %: Youth (up to 31 years old): _____ Adults (32-59): _____ Senior citizens (60 and above): _____										
4. Schedule of PO regular meeting or general assembly											
5. Schedule of PO officers' meeting											
6. Does it have documentations of its meetings (minutes of meetings)?	With minutes of meetings: _____ Without minutes of meetings: _____										
7. How many years does the PO observe before the next PO election happens?	_____ year/s										
8. How many turn-over of officers had there been since the beginning?											
9. What are the assets of this PO? 9.1. Funds (cash in bank)	<table border="1"> <thead> <tr> <th>Bank name</th> <th>Balance (in pesos)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Bank name	Balance (in pesos)								
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9.2. Cash on hand																																																			
9.3. Material assets	<table border="1"> <thead> <tr> <th data-bbox="1133 285 1632 327">Asset</th> <th data-bbox="1632 285 2130 327">Number / Hectare</th> </tr> </thead> <tbody> <tr> <td data-bbox="1133 327 1632 360">a. Land outside CBFM area</td> <td data-bbox="1632 327 2130 360"></td> </tr> <tr> <td data-bbox="1133 360 1632 393"></td> <td data-bbox="1632 360 2130 393"></td> </tr> <tr> <td data-bbox="1133 393 1632 426"></td> <td data-bbox="1632 393 2130 426"></td> </tr> <tr> <td data-bbox="1133 426 1632 459">b. Established plantations (e.g. Agroforestry)</td> <td data-bbox="1632 426 2130 459"></td> </tr> <tr> <td data-bbox="1133 459 1632 492"></td> <td data-bbox="1632 459 2130 492"></td> </tr> <tr> <td data-bbox="1133 492 1632 525"></td> <td data-bbox="1632 492 2130 525"></td> </tr> <tr> <td data-bbox="1133 525 1632 558">c. Livestock</td> <td data-bbox="1632 525 2130 558"></td> </tr> <tr> <td data-bbox="1133 558 1632 591"></td> <td data-bbox="1632 558 2130 591"></td> </tr> <tr> <td data-bbox="1133 591 1632 624"></td> <td data-bbox="1632 591 2130 624"></td> </tr> <tr> <td data-bbox="1133 624 1632 657">d. Vehicles</td> <td data-bbox="1632 624 2130 657"></td> </tr> <tr> <td data-bbox="1133 657 1632 690"></td> <td data-bbox="1632 657 2130 690"></td> </tr> <tr> <td data-bbox="1133 690 1632 723"></td> <td data-bbox="1632 690 2130 723"></td> </tr> <tr> <td data-bbox="1133 723 1632 756">e. Machines/Equipment</td> <td data-bbox="1632 723 2130 756"></td> </tr> <tr> <td data-bbox="1133 756 1632 789"></td> <td data-bbox="1632 756 2130 789"></td> </tr> <tr> <td data-bbox="1133 789 1632 822"></td> <td data-bbox="1632 789 2130 822"></td> </tr> <tr> <td data-bbox="1133 822 1632 855">f. Tools</td> <td data-bbox="1632 822 2130 855"></td> </tr> <tr> <td data-bbox="1133 855 1632 888"></td> <td data-bbox="1632 855 2130 888"></td> </tr> <tr> <td data-bbox="1133 888 1632 921"></td> <td data-bbox="1632 888 2130 921"></td> </tr> <tr> <td data-bbox="1133 921 1632 954">g. Buildings or structures</td> <td data-bbox="1632 921 2130 954"></td> </tr> <tr> <td data-bbox="1133 954 1632 987"></td> <td data-bbox="1632 954 2130 987"></td> </tr> <tr> <td data-bbox="1133 987 1632 1020">h. Others (specify)</td> <td data-bbox="1632 987 2130 1020"></td> </tr> <tr> <td data-bbox="1133 1020 1632 1053"></td> <td data-bbox="1632 1020 2130 1053"></td> </tr> <tr> <td data-bbox="1133 1053 1632 1087"></td> <td data-bbox="1632 1053 2130 1087"></td> </tr> </tbody> </table>			Asset	Number / Hectare	a. Land outside CBFM area						b. Established plantations (e.g. Agroforestry)						c. Livestock						d. Vehicles						e. Machines/Equipment						f. Tools						g. Buildings or structures				h. Others (specify)					
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<p>A.5.1. Does the PO encourage membership of various genders and age groups? (Note: refer to Questions 1 to 3 of A.4 Matrix)</p> <p>0 – The PO discourages admitting members from a certain age or gender group e.g. prefers younger men etc. 5 – PO encourages membership of various genders and age groups (youth to senior citizens)</p>	
<p>A.5.2. Does PO practice regular updating and dialogues through meetings? (Note: refer to Questions 4 to 6 of A.4 Matrix)</p> <p>0 – PO never had a General Assembly (GA) and officers' meeting since the beginning or in the last 10 years or more, thus, there is no Minutes of Meeting (MOM) or PO has MOMs made only to appear like there were meetings being held 1 – PO had no GA but had officers' meetings in the last 10 years or more, or had meetings only when new projects are delivered or implemented; PO had or did not have minutes of meetings (MOM) 3 – PO had either GA or intermittent meetings in the last 10 years or more; has MOM/s 4 – PO had irregular GA and officers' meetings in the last 10 years; has MOM/s 5 – PO has regular GA and officers' meetings in the last 10 years to present; has MOM/s</p>	
<p>A.5.3. Does PO strictly observe democratic processes in choosing leaders? (Note: refer to Questions 7 and 8 of A.4 Matrix)</p> <p>a. Election:</p> <p>0 – PO has not had an election since its birth or since its first set of officers 3 – PO had irregular elections since its birth or since its first set of officers 5 – PO has regular elections following the schedule in its by-laws</p> <p>b. Officers:</p> <p>1 – PO have maintained old set of officers 3 – PO may have maintained some officers but is acceptable 5 – PO elected new set of officers</p>	<hr/> <hr/> <hr/>
<p>A.5.4. Does PO manage assets and make them grow (Monetary Assets)? (Note: refer to Sub-questions 9.1 and 9.2 of A.4 Matrix)</p> <p>0 – PO has P10,000 to almost zero funds in bank and on-hand 1 – PO has funds in bank, on-hand, collectibles, or combined amounting to P10,001 to P250,000 2 – P250,001-P500,000 3 – P500,001 – P750,000 4 – P750,001 – P1,000,000 5 – P1,000,001 and more</p>	

<p>A.5.5. Does PO manage assets and make them grow (Material Assets)? (Note: refer to <i>Sub-question 9.3 of A.4 Matrix</i>)</p> <p>0 – PO has no material assets at all 1 – PO has not-so-expensive material assets amounting to less than P100K 2 – PO has material assets amounting to about P101K-P200K 3 – PO has material assets amounting to P201K - P300K 4 – PO has material assets amounting to P301K – P400K 5 – PO has material assets amounting to more than P400K</p>	
<p>A.5.6. Does the PO run livelihood or enterprise projects successfully? (Note: refer to <i>Sub-questions 10 of A.4 Matrix</i>)</p> <p>0 – PO has never run any enterprise/livelihood; or has run at least one but was pre-terminated 1 – PO has run one or more enterprises/livelihoods, all failed 3 – PO has run one or more enterprises/livelihoods, at least one succeeded 5 – PO has run one or more enterprises/livelihoods, all succeeded</p>	
<p style="text-align: right;">Sub-total (About the PO and CBFMA)</p>	

Remarks

B. AWARENESS OF CBFM PO's OBLIGATIONS

Minimum means of verification/supporting documents: Community-Based Forest Management Agreement (CBFMA), Community Resources Management Framework (CRMF) and Five-Year Work Plan (FYWP), registrations and certifications, maps, PO policies and by-laws, official PO membership list, , communications/correspondences, documentations/minutes of meetings, resolutions, bank documents, financial reports and audits, official receipts, deeds of sale, project proposals and reports, training certificates and reports, Memorandum of Agreement/Joint Venture Agreements, etc.

Question			Rating
B.1. Is the CBFM PO aware of its obligations indicated in the CBFMA? (✓)			
Obligation	Yes	No	
a. Immediately assume responsibility for the protection of the entire forestlands within the CBFMA area vs illegal logging, unauthorized extraction of forest products, kaingin, forest/grassland fires, and other forms of forest destruction; and assist DENR in the prosecution of violators of forestry and environmental laws.			
b. Designate areas according to their sustainable use and, when appropriate in accordance with their native customs, traditions and practices, allocate & regulate resource-use rights in accordance with national laws, rules and regulations			
c. Prepare and implement CRMF and FYWP with assistance from DENR and LGU			
d. Formulate and implement benefit sharing schemes among its members.			
e. Pay required forest charges and other fees			
f. Provide the share due to government from forest products harvested from plantations established using government funds or plantations by former TLA holders			
g. Ensure the activities conducted under a joint venture undertaking with private and government entities or individuals for the development of portions, or the entire CBFM area, are consistent with the CRMF			
h. Recognize rights of occupancy through the granting of individual certificate of stewardship based on census of actual forest occupants, provided that the area is within the CBFM applied for and CS applicant is a regular member of the PO.			
i. Follow all duly-promulgated laws, rules & regulations pertinent to forest management.			
j. Others indicated in the CBFM Agreement of the PO:			
i. _____			
ii. _____			
Rating (refer to the responses in the matrix above): 0 – PO doesn't know it has any obligation per CBFMA 1 – PO knows they have some obligations to fulfill but couldn't express any. 2 – PO knows and explained at least one obligation. 3 – PO knows and explained some obligations correctly and added some which are not part of the list 4 – PO knows and explained some obligations correctly. 5 – PO knows and explained all obligations correctly			
Sub-total (Awareness of One's Obligations)			_____

C. OBLIGATIONS OF CBFMA HOLDERS

Note: Go through each obligation mentioned by the respondents and indicated in the CBFMA of the PO. Leave the questions under any obligation not indicated in the CBFMA. Obligations excluded from the CBFMA but listed here may be answered but such answers shall not be included in the scoring. Instead, they shall be additional information about the CBFMA PO.

Minimum means of verification/supporting documents: Community-Based Forest Management Agreement, Certificate of Registration with appropriate government agency, official list of members, documentations/minutes of meetings, resolutions, financial records, official receipts, deeds of sale, project reports, etc.

OBLIGATION #1 – Immediately assume responsibility for the protection of the entire forestlands within the CBFMA area vs illegal logging, unauthorized extraction of forest products, kaingin, forest/grassland fires, and other forms of forest destruction; and assist DENR in the prosecution of violators of forestry and environmental laws.									
Question								Rating	
C.1. What forest/mangrove protection concerns did the community experience before it received the CBFMA? What improved, continued or worsened today? Check corresponding options under <u>before</u> and <u>today</u> columns. For <u>before</u> , answer may be one or both.								N/A	
Note: Scope various answers from respondents; stir idea-sharing by reading one or two examples, then scope again; read the list only if respondents mention nothing.									
Forest/Mangrove Protection Concern	Condition								
	Existing <u>before</u> receipt of CBFMA		<u>Today</u> when PO has CBFMA						
	By PO Members	Non-PO Members (cite who, in general)	(if existing, use a check [✓] if the "doer" is a PO member; an "x" if it is by a non-PO member)						
			Worst (0)	Worse (1)	Bad (2)	The Same (3)	Better condition (4)		Most Improved / No more of this concerns (5)
1. Illegal logging or illegal mangrove harvesting/cutting									
2. Timber poaching									
3. Illegal gathering of wildlife (specify use: food, collection or commerce)									
4. Illegal gathering of plants & flowers for commerce									
5. Unpermitted gathering of NTFPs from communal farms or natural forests for commerce									

6. Slash -&-burn /kaingin farming									
7. Deliberate forest/grass fire									
8. Undeliberate forest/grass fire									
9. Unpermitted backyard/ small scale mining /quarrying									
10. Selling of farm rights/ development									
11. Observance/ dumping of solid & liquid wastes									
12. Structure/dwellings of untenured settlers									
13. Charcoal making									
14. Other concerns, if any more: _____ _____ _____ _____									
TOTAL									

C.1.1. Does forest/mangrove protection concerns still exist? (Note: refer to *Conditions - Before and After* columns of *C.1 Matrix*)

0 – All forest/mangrove protection concerns exist today, while some did not exist before receipt of CBFMA
 1 – All forest/mangrove protection concerns and others exist until today with “worst” to “bad” condition
 2 – Some forest/mangrove protection concerns before persisted until today with “the same” condition
 3 – At least half of the forest/mangrove protection concerns are resolved and no longer exist today. Condition is “the same” or “better”
 4 – Almost all forest/mangrove protection concerns and others no longer exist today and have a “better” to “most improved” status
 5 – All forest/mangrove protection concerns and others no longer exist today because of PO’s protection strategies with “most improved” status

<p>C.1.2. Are PO members involved/not involved in illegal forest activities? (Note: refer to <i>Conditions - Before and After</i> columns of <i>C.1 Matrix</i>)</p> <p>0 – PO - and community-members themselves before & until today 1 – Outsiders or non - PO members, supported by influential personalities; PO members serve as paid laborers/ haulers in the illegal activities before and today 2 – Outsiders or non - PO members, supported by influential personalities; no PO member is involved but there are non-PO members that serve as paid laborers/ haulers in the illegal activities before and today 4 – Outsiders or non - PO members, not necessarily supported by influential personalities; some PO members got involved before as paid laborers but no more PO member is involved today 5 – Outsiders or non - PO members, not necessarily supported by influential personalities; all PO members never got involved in such activities before and today</p>			
<p>C.1.3. Does the CBFM area manifest a more stable condition: (Note: refer to the total points in <i>C.1. matrix</i>)</p> <p>0 – 0 point 1 – 1 - 12 point/s 2 – 13 - 24 points 3 – 25 - 36 points 4 – 37- 48 points 5 – 49 -70 points</p>			
<p>C.2. What is the current condition of the protection forest?</p> <p>0 – PO lost its remaining protection forests after receipt of CBFMA 0 – PO has critically decreasing protection forests at a very fast rate 2 – Average protection forests of the area is less than 50% of its original state before receipt of CBFMA 3 – Average protection forests of the area is 51-70% of its original state before receipt of CBFMA 4 – Average protection forests of the area is 71-90% of its original state before receipt of CBFMA 5 – PO has 91-100% intact protection forest as compared with condition before receipt of CBFMA</p>			
<p>C.3. What is the current condition of water sources? (Note: If there is no natural water source in the CBFMA area being managed by the PO, indicate "N/A" in the "Rating" column.)</p> <table border="1" data-bbox="132 1108 2133 1359"> <tr> <td data-bbox="132 1108 1148 1359"> <ul style="list-style-type: none"> Natural water bodies (check one or more items): <p>___ creeks ___ falls ___ rivers ___ springs ___ wells ___ others: _____</p> <p>Name of major watershed tributaries and name of the watershed (if any): _____</p> </td><td data-bbox="1148 1108 2133 1359"> <ul style="list-style-type: none"> Note the condition of the water bodies (ex. healthy, polluted, seasonal water, etc.) <p>_____ _____ _____</p> </td></tr> </table>		<ul style="list-style-type: none"> Natural water bodies (check one or more items): <p>___ creeks ___ falls ___ rivers ___ springs ___ wells ___ others: _____</p> <p>Name of major watershed tributaries and name of the watershed (if any): _____</p>	<ul style="list-style-type: none"> Note the condition of the water bodies (ex. healthy, polluted, seasonal water, etc.) <p>_____ _____ _____</p>
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Rating (refer to the responses in the table above):

- 0 – Highly polluted water bodies due to people's mismanagement
 0 – PO wasn't able to sustain potability of old and existing natural water sources, water has become seasonal
 2 – PO tried to manage and sustain old and existing water sources; PO's management technique helped water be available all-year round, but not potable
 3 – PO has managed its water sources, but sources have remained or become seasonal, but water is potable
 4 – PO has managed its water sources, water remained/became available all-year-round and potable
 5 – PO has managed its water sources and are believed to sustain in the next years

C.4. What forest protection strategies/activities did the CBFM PO employ to avoid, act on or resolve forest (or mangrove) problems/concerns? Did the PO sustained those?

N/A

Forest Protection Strategy/Activity	Existing A - None B - Before CBFMA C - After receipt of CBFMA D - Before & After receipt of CBFMA/ today	Condition of the rule or task force TODAY (✓)					
		0 - No more 1 - Existing but never used 2 - Used/active before but not anymore today 3 - Irregularly followed today 4 - Strictly followed until today 5 - Strictly followed until today & even improved to suit present conditions					
		0	1	2	3	4	5
1. Established functional protection committee, <i>Bantay Gubat</i> , forest patrol or similar form, with men-women & young-old members (please specify the name of the group: _____)							
2. PO imposes sanctions on illegal forest activities (ex. kaingin, deliberate forest fires, selling of rights)							
3. PO has rules and guidelines on entry & habitation of untenured-families in CBFM areas							
4. PO segregates, recycles, upcycles forest- liquid- & solid wastes							
5. PO established facilities for protection, ex. watch tower, fire lines, wind breaks, (please specify: _____)							
6. PO invested on or solicited forest protection equipment/gadgets, ex. radio, fire swatter (please specify _____)							
7. PO obtained/attended training on forest protection							
8. PO allocated funds (internal or solicited) for its forest/mangrove protection							

9. PO encourages members to use sustainable farming technologies (ex. Sloping Agricultural Land Technology (SALT), Agroforestry, organic farming)								
10. PO conducts site-species matching & uses results in establishing plantations & production farms								
11. PO uses its sound and environment-friendly cultural practice/s in maintaining & harvesting in production areas and plantations (ex. <i>muyong</i>)								
12. Reporting illegal activities to & coordinating with authorities re actions								
13. Others: _____								
TOTAL								

C.4.1. Does the PO use various techniques to avoid or solve environmental problems? (Note: refer to 2nd column of C.4 Matrix) 0 – No forest protection system before and after receipt of CBFMA 1 – Used some of the 12 systems appropriate before CBFMA receipt 2 – Used all 12 forest protection systems only before CBFMA receipt 3 – Used some of the 12 forest protection systems after receipt of CBFMA 4 – Used some of the 12 forest protection systems before and after receipt of CBFMA 5 – Employed all forest protection systems, with consistency, before and after receipt of CBFMA/today	
C.4.2. Did PO sustain its forest protection techniques? (Note: refer to <u>Condition of the rule or task force TODAY</u> column of C.4 Matrix) 0 – 0 point 1 – 1-12 point/s 2 – 13-24 points 3 – 25-36 points 4 – 37-48 points 5 – 49-60 points	
Sub-total (Obligation #1)	_____

C.5. What problems or limitations does the CBFM PO have in performing its obligation to protect the entire forestlands within the CBFMA?

OBLIGATION #2 – Designate areas according to their sustainable use and, when appropriate in accordance with their native customs, traditions and practices, allocate and regulate resource-use rights in accordance with national laws, rules and regulations.

Question

C.6. What were the uses of the land or spaces in the CBFM area BEFORE and AFTER the PO received its CBFMA? Estimate the size of each. What techniques or systems did the PO use to manage these areas? If none, write "none" under the "others".

Rating

N/A

Land use	Check if existent BEFORE the issuance/ receipt of the CBFMA	Est. size (ha)	Check if existent AFTER the issuance/ receipt of the CBFMA	Est. size (ha)	Technologies/methods used to manage the area (encircle the letters of the PO's answers)	Check if indicated in affirmed CRMF and/or approved FYWP (if existing today)
1. Communal Production areas/ Farms					a. Kaingin b. Agroforestry c. SALT (1,2,3) d. Use of organic fertilizers e. Seed collection/ reproduction f. Others _____	
2. Individual/ family- based Production areas/ Farms					a. Kaingin b. Agroforestry c. SALT (1,2,3) d. Use of organic fertilizers e. Seed collection & reproduction f. Others _____	
3. Fruit orchards					a. Pruning b. Thinning c. Application of flower booster d. Application of fruit booster application of organic fertilizers e. Application of organic pesticide f. Seed collection & reproduction g. Plant propagation h. Others _____	
4. Non-timber forest products plantation					a. ANR b. Weeding c. Others: _____	
5. Timber Plantation					a. Nursery management b. Pruning	

5. Timber Plantation (continuation)					c. Thinning d. Coppice management e. Seed collection & reproduction f. Use of flower booster g. Use of fruit booster h. Use of organic fertilizers i. Application of inorganic pesticide j. Use of organic pesticide k. Replanting l. Others: _____		
6. Natural forest					a. Assisted Natural Regeneration (ANR) b. Enrichment planting c. Seed/seedling collection & germination d. Others: _____		
7. Communal fuelwood					a. Trimming b. Pruning c. Others: _____		
8. Settlement					a. Waste segregation b. Backyard gardening c. Others: _____		
9. Water bodies for protection/ production					a. Water system installation (SWIS/SWID) b. Riverbank rehabilitation c. ANR d. Reforestation e. Others: _____		
10. Others: _____							

<p>C.6.1. Did the PO designate its CBFM area for various (appropriate) land uses? (Note; refer to 2nd to 4th columns of C.6 Matrix)</p> <p>0 – CBFM PO did not deliberately designate areas for use and is not aware of this obligation. The PO members do not know if the land uses in the CBFM area are appropriate or not.</p> <p>2 – CBFM PO did not deliberately designate areas for appropriate land use. It maintained what used to be the “set-up” in the community.</p> <p>4 – There are more spots in the CBFM area now (today versus before) that feature appropriate land uses.</p> <p>5 – The CBFMA area is like a landscaped area, a window or model of various sustainable uses.</p>	
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<p>C.6.2. Does the PO use practical, culturally-driven and environment-friendly technologies in managing these land uses in order to maintain them? (Note; refer to 2nd to 6th columns of C.6 Matrix)</p> <p>0 – No technologies are being used to sustainably manage the areas designated for particular uses. Or PO uses inappropriate techniques to manage the areas. The areas remain “threatened” or serve as threat to environmental sustainability.</p> <p>2 – The PO is not aware if the techniques it uses are sustainable or not. Most of the methods are found unsustainable.</p> <p>3 – Some of the areas have technologies used to manage them. Others are left idle/unmaintained.</p> <p>4 – The PO retained majority, but not all, areas designated for sustainable uses because of cultural beliefs, but use environment-friendly technologies to manage them.</p> <p>5 – All designated areas have appropriate technologies used to ensure their sustainability.</p>																									
<p>C.6.3. Are these land uses and techniques in the PO’s CRMF and FYWP? (Note; refer to 7th columns of C.6 Matrix)</p> <p>0 – PO is not conscious about the CRMF. The land uses are not in the CRMF.</p> <p>3 – PO included some but not all in the CRMF.</p> <p>5 – PO indicated all in the CRMF.</p>																									
<p>C.7. Does the PO allocate and regulate resource-use rights?</p> <table border="1"> <thead> <tr> <th data-bbox="132 789 1871 827">Condition</th> <th data-bbox="1871 789 2011 827">Yes</th> <th data-bbox="2011 789 2135 827">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="132 827 1871 888">1. PO members seek permission from the PO for farm development</td> <td data-bbox="1871 827 2011 888"></td> <td data-bbox="2011 827 2135 888"></td> </tr> <tr> <td data-bbox="132 888 1871 976">2. PO farmers get PO’s permission for any big development in the farms within the CBFM area (ex. construction of infrastructure, contract growing)</td> <td data-bbox="1871 888 2011 976"></td> <td data-bbox="2011 888 2135 976"></td> </tr> <tr> <td data-bbox="132 976 1871 1037">3. PO has rules on harvesting species, schedule, techniques and volume (of agricultural crops, timber and NTFPs) in individual farms</td> <td data-bbox="1871 976 2011 1037"></td> <td data-bbox="2011 976 2135 1037"></td> </tr> <tr> <td data-bbox="132 1037 1871 1098">4. PO has rules on harvesting species, schedule, techniques and volume (of agricultural crops, timber and NTFPs) in communal areas</td> <td data-bbox="1871 1037 2011 1098"></td> <td data-bbox="2011 1037 2135 1098"></td> </tr> <tr> <td data-bbox="132 1098 1871 1159">5. PO practices (or have set up future) monitoring and regulation of such harvesting</td> <td data-bbox="1871 1098 2011 1159"></td> <td data-bbox="2011 1098 2135 1159"></td> </tr> <tr> <td data-bbox="132 1159 1871 1220">6. Memoranda of Agreement/Joint ventures are entered into (or agreed to be) by the PO and not by-individual farmer/s</td> <td data-bbox="1871 1159 2011 1220"></td> <td data-bbox="2011 1159 2135 1220"></td> </tr> <tr> <td data-bbox="132 1220 1871 1281">7. All (present or future) log supply- or NTFP supply contracts with business companies or government are entered into by the PO and not by individual farmer-members.</td> <td data-bbox="1871 1220 2011 1281"></td> <td data-bbox="2011 1220 2135 1281"></td> </tr> </tbody> </table>	Condition	Yes	No	1. PO members seek permission from the PO for farm development			2. PO farmers get PO’s permission for any big development in the farms within the CBFM area (ex. construction of infrastructure, contract growing)			3. PO has rules on harvesting species, schedule, techniques and volume (of agricultural crops, timber and NTFPs) in individual farms			4. PO has rules on harvesting species, schedule, techniques and volume (of agricultural crops, timber and NTFPs) in communal areas			5. PO practices (or have set up future) monitoring and regulation of such harvesting			6. Memoranda of Agreement/Joint ventures are entered into (or agreed to be) by the PO and not by-individual farmer/s			7. All (present or future) log supply- or NTFP supply contracts with business companies or government are entered into by the PO and not by individual farmer-members.			
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Rating (refer to the responses in the matrix above):

- 0 – PO didn't know this obligation, what to do and how to do it. PO neither allocated and regulated resource-use rights, nor consulted DENR.
 1 – PO set-up a system to regulate resource-use rights but ended up not being followed
 2 – PO set-up a system and strictly follows at least 1 rule/norm
 3 – PO set-up a system and strictly follows 2 and 3 rules
 4 – PO set-up a system and strictly follows majority of the rules
 5 – PO set-up a system and strictly follows all rules

C.8. Is there a presence of plant combinations/multi-cropping?

Species (check one or more items)

<ul style="list-style-type: none"> <input type="checkbox"/> Cash crops (camote, cassava, banana, short-term vegetables) 	<ul style="list-style-type: none"> <input type="checkbox"/> Exotic forest tree species <ul style="list-style-type: none"> <input type="checkbox"/> <i>A. mangium</i> <input type="checkbox"/> <i>Gmelina</i> <input type="checkbox"/> <i>Acacia auriculiformis</i> <input type="checkbox"/> <i>Mahogany</i> <input type="checkbox"/> others: _____
<ul style="list-style-type: none"> <input type="checkbox"/> Cereals/grains (rice, corn, adlay) 	<ul style="list-style-type: none"> <input type="checkbox"/> Indigenous forest species <ul style="list-style-type: none"> <input type="checkbox"/> <i>Almaciga</i> <input type="checkbox"/> <i>Lauan</i> <input type="checkbox"/> <i>Tibig</i> <input type="checkbox"/> <i>Apitong</i> <input type="checkbox"/> <i>Narra</i> <input type="checkbox"/> <i>Yakal</i> <input type="checkbox"/> <i>Bagoadlau (ironwood)</i> <input type="checkbox"/> <i>Malapapaya</i> <input type="checkbox"/> <i>Dao</i> <input type="checkbox"/> <i>Mayapis</i> <input type="checkbox"/> others: _____
<ul style="list-style-type: none"> <input type="checkbox"/> Temperate vegetables (cabbage, lettuce, carrot, radish, beet) 	<ul style="list-style-type: none"> <input type="checkbox"/> Non-timber forest products (NTFP) <ul style="list-style-type: none"> <input type="checkbox"/> <i>Bamboo</i> <input type="checkbox"/> <i>Nipa</i> <input type="checkbox"/> <i>Pandan</i> <input type="checkbox"/> <i>Honey</i> <input type="checkbox"/> <i>Nito</i> <input type="checkbox"/> <i>Rattan</i> <input type="checkbox"/> others: _____
<ul style="list-style-type: none"> <input type="checkbox"/> Perennial agri-crops /fruit trees: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Abaca</i> <input type="checkbox"/> <i>Durian</i> <input type="checkbox"/> <i>Pili</i> <input type="checkbox"/> <i>Cacao</i> <input type="checkbox"/> <i>Lanzones</i> <input type="checkbox"/> <i>Rambutan</i> <input type="checkbox"/> <i>Coconut</i> <input type="checkbox"/> <i>Mangosteen</i> <input type="checkbox"/> <i>Rubber tree</i> <input type="checkbox"/> <i>Coffee</i> <input type="checkbox"/> <i>Palm oil</i> <input type="checkbox"/> others: _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Others: _____

<p>Rating (refer to the responses in the matrix above):</p> <p>0 – There is purely monocropping of agri-crops in all farms inspected</p> <p>1 – Majority have more cash crops than perennials and forest products (both NTFPs and forest trees)</p> <p>2 – Majority have a combination of agri-products and forest products, but there are more exotic forest species</p> <p>3 – Majority have a combination of agri-products and forest products, but there are more NTFPs and exotic forest species than indigenous forest species</p> <p>4 – Majority have a combination of agri-products and forest products but there are more indigenous forest species than exotic ones</p> <p>5 – All have a balanced and sustainable combination of agri-crops and forest products, where indigenous forest species are more abundant than exotic forest species</p>	
<p>C.9. Are harvesting and production in individual and communal production farms are operational by this time?</p> <p>0 – Majority of farms visited have no traces of any harvesting yet; plants and trees are still very young</p> <p>1 – Majority have plants blossoming/bearing fruits but with no signs of harvesting so far of perennial agri-crops; plants or trees are ready for harvest soon</p> <p>2 – Majority have plants (agri-crops and/NTFPs) being harvested since five (5) years back</p> <p>3 – Majority have plants (agri-crops and/NTFPs) being harvested for the last 10 years and more</p> <p>4 – Majority have forest trees other than agri-crops and NTFPs being harvested since five (5) years back</p> <p>5 – Majority have forest trees other than agri-crops and NTFPs being harvested since 10 years back ; OR the PO have overgrown harvestable trees in their production areas but prefers to keep them conserved and protected</p>	
<p>C.10. What is the area or percentage (%) covered for overall productive/sustainably developed area of the Production Forests in the CBFMA (or the sampling individual and communal areas):</p> <p>0 – Below 50%</p> <p>1 – Covers 50-60% of the area</p> <p>2 – Covers 61-70% of the area</p> <p>3 – Covers 71-80% of the area</p> <p>4 – Covers 81-90% of the area</p> <p>5 – Covers 91-100% of the area</p>	
<p style="text-align: center;">Sub-total (Obligation #2)</p>	
<p>C.11. What problems or limitations does the CBFM PO have in performing its obligation to designate areas according to their sustainable use and allocate and regulate resource-use?</p>	

OBLIGATION #3 – Prepare and implement CRMF and FYWP with assistance from DENR and LGU	
Question	Rating
<p>C.12. Does the PO have both an affirmed Community Resource Management Framework (CRMF) and an approved/affirmed Five-Year Work Plan (FYWP)?</p> <p>0 – PO doesn't have both CRMF and FYWP 2 – PO has FYWP only 4 – PO has CRMF only 5 – PO has both CRMF and FYWP</p> <p>Note:</p> <p><i>If response in Question C.12. is from "Ratings 0 to 4", Questions C.13 to C.16 should be rated "0".</i> <i>If response in Question C.12. is "PO has both CRMF and FYWP", rate Questions C.13 to C.16.</i></p>	
<p>C.13. Did the PO regularly update its CRMF and FYWP?</p> <p>2 – PO has only one set of CRMF & FYWP since the receipt of CBFMA. 3 – PO has regularly updated its FYWP every five years, thus a total of 3-4 FYWPs, and a CRMF waiting updating using FMB Technical Bulletin No. 20. 4 – PO has an updated CRMF using FMB Technical Bulletin No. 20. 5 – PO has regularly updated its CRMF & FYWP every five years, thus a total of 3-4 CRMFs and FYWPs, with one CRMF possibly updated using FMB Technical Bulletin No. 20. CRMF and FYWP is either approved/affirmed or substantially covered steps in affirmation and approval.</p>	
<p>C.14. When was the first CRMF and FYWP affirmed/approved?</p> <p>1 – Within 16-25 years after receipt of CBFMA 2 – Within 11-15 years after receipt of CBFMA 3 – Within 6-10 years after receipt of CBFMA 4 – Within 1-5 years after receipt of CBFMA 5 – Within the year after receipt of CBFMA</p>	
<p>C.15. Who formulated the PO's CRMF and FYWP?</p> <p>1 – DENR staff for the PO 1 – LGU or other partners (ex. NGO) for the PO 1 – A paid consultant-writer for the PO 3 – The PO with DENR's help 4 – The PO with LGU/NGO/DENR's help 5 – A PO Planning team through consultation with the GA</p>	

C.16. How the CRMF and FYWP were developed? 0 – Without consultation with the PO 1 – With consultation with only the PO president 2 – With consultation with the PO officers only 3 – With consultation with the PO officers and selected members (mostly men and adults) 4 – With consultation with the GA 5 – With consultation with the GA and other stakeholders	
Sub-total (Obligation #3)	

C.17. What problems or limitations does the CBFM PO have in performing its obligation of formulating CRMF and FYWP?

OBLIGATION #4 – Formulate and implement benefit sharing schemes among PO members.**Question****Rating****C.18. Does the PO practice benefit sharing?**

- 0 – PO does not practice benefit sharing
 2 – PO members are not sure if what they are practicing is already "benefit sharing". Nonetheless, informal sharing of benefits is practiced.
 5 – PO members are sure that the PO practices benefit sharing

Note:

If response in Question C.18 is from "Ratings 0 or 2", C.19 to C.23 should be rated "0".

If response in Question C.18 is "PO members are sure that the PO practices benefit sharing", rate Questions C.19 to C.23.

C.19. Did the PO make benefit sharing a formal system so it will be followed through generations?

- 2 – Not written
 3 – Indicated in the minutes of meeting/s
 4 – In board resolution taken from minutes of meetings
 5 – In board resolution & written guidelines

C.20. Does the PO have a variety of benefits shared to its members?

Type (✓): _____ Monetary _____ Material _____ Non-material

Mode (✓):

_____ Dividend	_____ Wages/Employment	_____ Honoraria	_____ Gifts
_____ Free Training	_____ Traveling Allowance	_____ Insurance	_____ Zero-interest Loan
_____ Rebate	_____ Medical Benefits	_____ Scholarships	_____ Mortuary Assistance
_____ Others: _____			_____ Free Uniform

Rating (Note: refer to the matrix above):

- 1 – PO sees it is enough to share non-material benefits
 2 – PO distributes inexpensive material benefits
 3 – PO distributes a combination of at least 2 benefits with a cost estimate of P5,000 per beneficiary
 4 – PO distributes more than 2 benefits with cost estimate of P5,001-P10,000 per beneficiary
 5 – PO distributes benefits with cost estimate of more than P10,000 per beneficiary

<p>C.21. Does the PO follow standards and criteria in selecting beneficiaries of certain benefits?</p> <p>0 – The PO does not have rules, criteria and standard process in selecting beneficiaries of PO benefits</p> <p>1 – PO follows the recommendations of DENR and other stakeholders of who to consider as “beneficiaries” of some benefits</p> <p>2 – PO set criteria and process in selecting beneficiaries who shall benefit from what, but these have not yet been used</p> <p>3 – PO set criteria and process in selecting beneficiaries who shall benefit from what, but these are not strictly followed yet</p> <p>4 – PO set criteria and process in selecting beneficiaries who shall benefit from what and these are religiously followed by the PO</p> <p>5 – PO set criteria and process in selecting beneficiaries and these are religiously followed and updated by the PO to match the present conditions</p>	
<p>C.22. Who are the beneficiaries / How are the benefits distributed?</p> <p>0 – Only to officers</p> <p>1 – Only to officers, relatives of officers and popular members of the PO</p> <p>2 – Equally to all members of the PO</p> <p>3 – To the most-needy families in the PO</p> <p>4 – Equitably to the members of the PO</p> <p>5 – Equitably to members (priority), as well as other community/non-PO Members</p>	
<p>C.23. How did the PO design a benefit sharing (BS) system?</p> <p>1 – Dictated by DENR field workers</p> <p>2 – Copied from or based on a pro forma of an NGO, agency or other PO</p> <p>3 – Through consultation/s with the PO’s general assembly (GA)</p> <p>4 – With approval from the GA</p> <p>5 – Through a PO resolution</p>	
<p style="text-align: right;">Sub-total (Obligation #4)</p>	
<p>C.24. What problems or limitations does the CBFM PO have in performing its obligation of formulating benefit sharing system?</p>	

OBLIGATION #5 – Pay required forest charges and other fees	
Question	Rating
<p>C.25. Did the PO harvest (timber/NTFPs) from natural forests within the CBFM area (before CY 2011) [✓]?</p> <p>_____ No/Never _____ Yes</p> <p>Note:</p> <p><i>If response in Question C.25 is "No/Never", skip Questions C.26 to C.27 and indicate "N/A" in the "Rating" column. If response in Question C.25 is "Yes", rate Questions C.26 to C.27.</i></p>	N/A
<p>C.26. Did the PO follow rules on harvesting from natural forests before CY 2011?</p> <p>0 – PO harvested from natural forests before CY 2011 and never remitted government share despite their knowledge or information about it 1 – PO harvested from natural forests before 2011 but never remitted government share due to lack of information 3 – PO harvested from natural forests before 2011, remitted government share but not completely or fully 5 – PO harvested from natural forests before 2011, remitted appropriately what is due to the government</p>	
<p>C.27. Did the PO pay forest charges and other fees from harvesting from natural forests before CY 2011?</p> <p>0 – No/Never 5 – Yes</p>	
<p align="center">Sub-total (Obligation # 5)</p>	
<p>C.28. What problems, concerns or limitations does the CBFM PO have in performing its obligation to pay forest charges and other fees?</p>	

OBLIGATION #6 – Provide the share due to government from forest products harvested from the plantations established using government funds or plantations established by former TLA Holders	
Question	Rating
<p>C.29. Is the CBFM PO harvesting forest products now from those plantations established through government funds [✓]?</p> <p> <input type="checkbox"/> No/Never <input type="checkbox"/> Not yet <input type="checkbox"/> Yes </p> <p>Note:</p> <p><i>If response to Question C.29 is “No/Never” or “Not yet”, skip Questions C.30 and C.31 and indicate “N/A” in the “Rating” column.</i></p> <p><i>If response to Question C.29 is YES, rate Questions C.30 and C.31</i></p>	N/A
<p>C.30. Does PO recognize that there are government-funded plantations and they have an obligation to give a share to the government?</p> <p> 0 – PO knows the obligation; have already started harvesting but there’s been no (plan or effort to) remit government share 0 – PO is harvesting but does not know the obligation of government sharing 0 – PO is harvesting but are not aware if plantations are government-funded or not 2 – PO has begun harvesting timber and remitted government share but only when such became a requirement by DENR before a project can be awarded to the PO 2 – PO shared when demand letter from DENR was received 3 – PO shared when DENR informed/educated them about it 4 – PO shared when the PO had money from its sales, savings, etc. 5 – PO willingly and regularly shared since harvesting began </p>	
<p>C.31. Does the PO follow a legitimate and transparent formula and disbursement system?</p> <p> 0 – PO follows no formula for the government share; DENR dictated and computed amount to be shared 0 – PO doesn’t know government entity to share with; PO shares to various offices of DENR, including LGU 0 – LGU dictated the amount for the “government share”; PO doesn’t know & understand the formula 2 – DENR dictated and computed amount to be shared; PO knows & understands the formula 4 – PO consulted DENR (and other partners) regarding production sharing formula 5 – PO officers designed and agreed on the production sharing system formula; consulted the GA; put it into a resolution and implemented it </p>	
Sub-total (Obligation #6)	

C.32. What problems, concerns or limitations does the CBFM PO have in performing its obligation to prepare and share from forest plantations to the government?

OBLIGATION #7 – Ensure the activities conducted under a joint venture undertaking with private and government entities or individuals for the development of portions, or the entire CBFM area, are consistent with the CRMF

Question					Rating																	
<p>C.33. Does the PO have any Joint Venture or partnership with private or government entities?</p> <p>N/A – None / In the process of approval 5 – Yes</p> <p><i>If yes, what are the details of the joint venture or partnership?</i></p> <table border="1"> <thead> <tr> <th>Company/agency/person</th> <th>Type (number)*</th> <th>Brief description</th> <th>Within the PO's CRMF? (check)</th> <th>Who owns the joint venture/ project?</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Company/agency/person	Type (number)*	Brief description	Within the PO's CRMF? (check)	Who owns the joint venture/ project?													
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3. Repeated in cycles																						
4. Completed																						

<p>C.33.1. Within the PO, who are owning, controlling and regulating the Joint Venture or partnership?</p> <p>0 – One person, family or clan 1 – Selected individuals/relatives 2 – Some or all officers only 3 – Some or all officer but is included in the CRMF 4 – Officers and some active PO members (ex. men-women, young-old) 5 – The whole CBFM PO General Assembly</p>	
<p>C.34. Was the CBFM PO General Assembly consulted in every joint venture or partnership?</p> <p>0 – No 5 – Yes</p>	
<p>C.35. Who negotiated the joint venture or partnership?</p> <p>0 – The DENR and/or other stakeholders negotiated for the PO. 1 – PO Officer/s. The PO was not informed about it and of the results. The PO does not know if the joint venture is/was for the PO or the officers only. 2 – The officers and other stakeholders assisted during the negotiation. 3 – The officers and some selected members. Other stakeholders coached during preparation. 4 – The officers and some selected members without direct coaching from stakeholders. 5 – PO representatives, not only the officers, are also assigned to negotiate the joint venture.</p>	
<p>C.36. Were the PO members, not just the officers, assigned with roles and tasks in the joint venture or partnership (✓)?</p> <p>_____ No (0) _____ Yes</p> <p><i>If yes, how did the PO members take part?</i></p> <p>0 – not take part, in any manner, or except as silent attendees in meetings 1 – participate as volunteers but unclear of communal benefits in the future 2 – participate as volunteers with clear communal and personal benefits in the future 3 – take part as paid laborers 4 – participate as paid workers with more benefits to obtain in the future 5 – take part as decision makers, implementers and beneficiaries with expectations of both immediate and long-term communal and personal benefits</p>	

C.37. Did the PO install a feedback mechanism to inform the members of the Joint Venture or partnership results? 0 – No 3 – Yes, not written 5 – Yes, written (e.g. stipulated in the MOA/JVA, supported by a PO resolution, etc.)	
C.38. Did PO regularly report updates to the “other party” in the joint venture or partnership? 0 – No 3 – Yes, thru informal means (e.g. phone call, mobile messaging, etc.) 5 – Yes, thru written reports	
Sub-total (Obligation #7)	<hr/>

C.39. What problems, concerns or limitations does the CBFM PO have in performing its obligation to ensure joint ventures are within one’s CRMF?

OBLIGATION #8 – Recognize the rights of occupancy through the granting of individual certificate of stewardship (CS) based on the census of actual forest occupants, provided that the area is within the CBFM area applied for and the CS applicant is a regular member of the PO. The PO, through a resolution shall submit a list of CS issued to individual members to the CENRO for affirmation.

Question	Rating
<p>C.40. Did the CBFM PO recommend to the CENRO the awarding of occupancy rights (CS)?</p> <p>N/A – No 5 – Yes</p> <p>Note:</p> <p><i>If response in Question C.40. is “No” or “Not sure”, skip Questions C.41 to C.42 and indicate “N/A” in the “Rating” column.</i></p> <p><i>If response in Question C.40. is “Yes”, rate Questions C.41 to C.42.</i></p>	
<p>C.41. Is there a list of-awardees (of the document) that the CBFM PO submitted to DENR?</p> <p>0 – No 5 – Yes</p>	
<p>C.42. Are these CS issued by the local DENR office (CENRO/PENRO)?</p> <p>0 – No 5 – Yes</p>	
Sub-total (Obligation #8)	_____

C.43. What problems, concerns or limitations does the CBFM PO have in performing its obligation to recognize the rights of occupancy by distributing individual certificate of stewardships?

OBLIGATION #9 – Follow all duly-promulgated laws, rules and regulations pertinent to forest management.				
Question			Rating	
C.44. Did the CBFM PO follow laws, rules and regulations on forest management?				
Laws, Rules and Regulations	Followed (✓)	Not followed (✓)		Why (not followed)
a. No harvesting in natural and residual forests/mangroves				
b. All area developments must be based on the PO's CRMF / FYWP				
c. No kaingin work				
d. No planting of illegal plants				
e. Chainsaws must have permit				
f. No harvesting of planted trees without permit				
g. No transporting and selling of logs without log supply contract				
h. No processing of logs by PO without WPP				
i. No collection, selling of endangered forest species				
j. No encroachment/squatting in CBFM areas of untenured (new) entrants				
k. No selling of portion/s of forestlands within CBFMA				
l. Small scale mining must have permits				
m. Others: _____				
<p>Rating (refer to the responses in the matrix above):</p> <p>0 – PO does not know any of the rules, policies, laws listed in the table (0)</p> <p>1 – PO followed only few (1-5)</p> <p>3 – PO follows some (6- 11/12)</p> <p>5 – PO dutifully follows all rules, policies, laws in the table (12/13)</p>				
Sub-total (Obligation #9)				

C.45. What problems, concerns or limitations does the CBFM PO have in performing its obligation to follow all duly-promulgated laws, rules and regulations pertinent to forest management?

Evaluated by:

- Names, designations and signatures of the Members of the Performance Evaluation Team for CBFM (PET-CBFM)
- Date

Respondent (CBFM PO):

- Name, designation and signature of the PO Chairperson/Officer/Representative
- Date

Noted by:

- Name and signature of CENR or PENR Officer
- Date

SUMMARY OF RATINGS (SUB-TOTAL)

A. About the PO and CBFMA	Rating
A.1	
A.2	
A.3	
A.4	
A.5.1	
A.5.2	
A.5.3.a	
A.5.3.b	
A.5.4	
A.5.5	
A.5.6	
Sub-total	

B. Awareness of CBFM PO's Obligations	Rating
B.1	
Sub-Total	

C. Obligations of CBFMA Holders	Rating
Obligation #1	
C.1	N/A
C.1.1	
C.1.2	
C.1.3	
C.2	
C.3	
C.4	N/A
C.4.1	
C.4.2	
C.5	N/A
Sub-total	

C. Obligations of CBFMA Holders	Rating
Obligation #2	
C.6	N/A
C.6.1	
C.6.2	
C.6.3	
C.7	
C.8	
C.9	
C.10	
C.11	N/A
Sub-total	
Obligation #3	
C.12	
C.13	
C.14	
C.15	
C.16	
C.17	N/A
Sub-total	
Obligation #4	
C.18	
C.19	
C.20	
C.21	
C.22	
C.23	
C.24	N/A
Sub-total	

C. Obligations of CBFMA Holders	Rating
Obligation #5	
C.25	
C.26	
C.27	
C.28	N/A
Sub-total	
Obligation #6	
C.29	
C.30	
C.31	
C.32	N/A
Sub-total	
Obligation #7	
C.33	
C.33.1	
C.34	
C.35	
C.36	
C.37	
C.38	
C.39	N/A
Sub-total	
Obligation #8	
C.40	
C.41	
C.42	
C.43	N/A
Sub-total	

C. Obligations of CBFMA Holders	Rating
Obligation #9	
C.44	

C.45	N/A
Sub-total	

SUMMARY OF RATINGS (GRAND TOTAL)

[a] Section	[b] No. of Questions/Items with Rating (excluding those with "N/A")	[c] Sub-total (refer to Summary of Ratings [Sub-total])
A. About the PO and CBFMA		
B. Awareness of CBFM PO's Obligations		
C. Obligations of CBFMA Holders		
Obligation 1		
Obligation 2		
Obligation 3		
Obligation 4		
Obligation 5		
Obligation 6		
Obligation 7		
Obligation 8		
Obligation 9		
Grand Total		
Score: (c ÷ b) * 20		_____ %
Adjectival Rating:		

Recommendation/s:

COMMENTS REGARDING PARTNERSHIP WITH THE DENR

1. What are the roles that the DENR perform in your area? How often did the DENR perform this role with you? What must be improved?

Roles (obligation)	Who performs this (CENRO / PENRO / Regional Office / Central Office)	How regular	What needs to be improved?
Based on DAO 2004-29			
1. Protect and ensure exclusive occupation and the use of the forest land covered by this CBFMA and the forest products therein to the community, subject to prevailing laws, rules and regulations and prior rights			
2. Provide assistance to the PO as part of the DENR's normal operations in the preparation, updating and implementation of the Community Resource Management Framework (CRMF), and Five-Year Work Plan (WP), among others.			
3. Deputize qualified PO members as Environment and Natural Resources Officers (ENROs) upon request of the People's Organization pursuant to DAO No. 41, series of 1991 and other pertinent regulations.			

Roles (obligation)	Who performs this (CENRO / PENRO / Regional Office / Central Office)	How regular	What needs to be improved?
<i>Based on CBFMA (please specify)</i>			
1.			
2.			
3.			

Evaluated by:

- Names, designations and signatures of the Members of the Performance Evaluation Team for CBFM (PET-CBFM)
- Date

Respondent (CBFM PO):

- Name, designation and signature of the PO Chairperson/Officer/Representative
- Date

Noted by:

- Name and signature of CENR or PENR Officer
- Date

CBFMA PERFORMANCE RUBRIC					
Poor/Failed Performer	Beginner/Starter	Slight Performer	Middling	Achiever	Extraordinary Performer
Score below 26%	Score of 26–40%	Score of 41–55%	Score of 56–70%	Score of 71–85%	Score of 86–100%
No/zero accomplishment	Low accomplishment	Below average accomplishment	Average accomplishment	High accomplishment	All vital requisites were accomplished
Unacceptable performance	Needs improvement in performing	Slightly poor/good performance	Acceptable performance	Commendable performance	Outstanding performance
Failed; cannot be recommended for renewal of CBFMA	Very low score, highly possible not to be recommended for renewal of CBFMA, unless a catch-up plan within a specified period is agreed-upon	Score is still unacceptable; possible not to be recommended for renewal of CBFMA, unless a catch-up plan within a specified period is agreed-upon	Highly possible to be recommended for renewal of CBFMA, but needs catch-up plan within a specified period for items that are vital to CBFMA renewal	Highly possible to be recommended for renewal of CBFMA	Highly possible to be recommended for renewal of CBFMA
	Needs another round of evaluation to appraise performance based on a catch-up plan. By then, score must have reached acceptable level (Middling)	Needs another round of evaluation to appraise performance based on a catch-up plan. By then, score must have reached acceptable level (Middling)	Needs another round of evaluation to appraise performance based on a catch-up plan for items that are vital to CBFMA renewal		

**PARTICIPATORY COMMUNITY-BASED FOREST MANAGEMENT AGREEMENT (CBFMA) HOLDER
PERFORMANCE EVALUATION REPORT FORMAT**

1. EXECUTIVE SUMMARY**2. BACKGROUND**

- 2.1. Creation of the Performance Evaluation Team for Community-Based Forest Management (PET-CBFM) and other preparatory activities undertaken
- 2.2. Profile / details of the subject Community-Based Forest Management–People’s Organization (CBFM-PO) and CBFM area

3. METHODOLOGIES AND ACTIVITIES CONDUCTED DURING THE ACTUAL PERFORMANCE EVALUATION

- 3.1. Courtesy call
- 3.2. Review of Records
- 3.2. Data gathering from key informants
- 3.3. Brief Orientation with the CBFM-PO
- 3.4. Conduct of FGD Sessions
- 3.5. Other methodologies and activities

4. SUMMARY OF RESULTS AND FINDINGS

- 4.1. Performance of the CBFMA Holder
- 4.2. Problems, concerns or limitations of the CBFM PO in performing its obligation
- 4.3. Appropriateness and effectiveness of DENR’s service/assistance

5. RECOMMENDATION

- 5.1. For the CBFMA Holder
- 5.2. For DENR

6. ATTACHMENTS

- 6.1. Accomplished Participatory CBFMA Holder Performance Evaluation Tool
- 6.2. Regional Special Order creating the PET-CBFM
- 6.3. Copy of the CBFMA
- 6.4. Map of the CBFMA area
- 6.5. Photo documentation
- 6.6. Other attachments (e.g. pertinent documents obtained from the DENR Field Offices and CBFM-POs)

***Note:** The information required in the above format are the minimum standards in writing the Performance Evaluation Report. Nonetheless, PET-CBFM may include other facts/details and supporting documents if necessary.*

Evaluated by:

- Names, designations and signatures of the Members of the Performance Evaluation Team for CBFM (PET-CBFM)
- Date

Respondent (CBFM PO):

- Name, designation and signature of the PO Chairperson/Officer/ Representative
- Date

Noted by:

- *Name and signature of CENR or PENR Officer*
- *Date*

CATCH-UP PLAN

Obligation / Section*	Specific Item/Component	Details	Remedial Actions	Time Frame / Deadline	Remarks
<i>Ex. B – About the CBFM-PO and CBFMA</i>	<i>A.1</i>	<i>CBFM-PO is registered with DOLE</i>	<i>Register organization with SEC or CDA</i>	<i>January 2024</i>	
<i>Ex. Obligation #4 – Formulation and Implementation of Benefit Sharing Scheme.</i>	<i>C.18 to C.23</i>	<i>CBFM-PO is practicing informal benefit-sharing</i>	<i>Craft written guidelines supported by a PO Resolution to formulate/formalize benefit-sharing scheme being implemented by the CBFM-PO, in accordance with FMB Technical Bulletin No. 31.</i>	<i>June 2023 to October 2023</i>	

*Obligation / Section:
A – About the CBFM-PO and CBFM
B – Awareness of CBFM-PO's Obligations
Obligation #1 – Forest Protection
Obligation #2 – Sustainable Land Use
Obligation #3 – Preparation and Implementation of CRMF and FYWP
Obligation #4 – Formulation and Implementation of Benefit Sharing Scheme.
Obligation #5 – Payment of Forest Charges and Other Fees
Obligation #6 – Production Sharing
Obligation #7 – Joint Venture Undertaking
Obligation #8 – Recommendation of Certificate of Stewardship (CS) Issuance
Obligation #9 – Adherence to Forestry/Environmental Laws, Rules and Regulations

Prepared by/Concurred:

- Names, designations and signatures of the Members of the Performance Evaluation Team for CBFM (PET-CBFM)
- Date

Noted by/Concurred:

- Name and signature of CENR or PENR Officer
- Date

Concurred:

- Name, designation and signature of the PO Chairperson/Officer/ Representative
- Date