



Republic of the Philippines
Department of Environment and Natural Resources
FOREST MANAGEMENT BUREAU
Visayas Avenue, Diliman, 1100 Quezon City
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MEMORANDUM

FOR : The Regional Executive Director
DENR Region IV-B (MIMAROPA)

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

SUBJECT : **CONDUCT OF CY 2023 MONITORING AND EVALUATION
FOR POLICY AND PROGRAM ENHANCEMENT OF CBFM-
CARP AND OTHER CBFM RELATED CONCERNS IN REGION
IV-B (MIMAROPA)**

DATE : MAY 25 2023



This has reference to the signed Memorandum to all DENR Regions except NCR dated 03 April 2023 as attached, on the Conduct of CY 2023 Monitoring and Evaluation for Policy and Program Enhancement of CBFM-CARP and other related CBFM concerns.

A team composing of two (2) Technical Staff from this Office will be deployed to MIMAROPA Region from May 29 to June 3, 2023 to conduct M & E activities of CBFM-CARP and other CBFM related concerns in the Province of Mindoro Occidental. Likewise, the conduct of M & E in the Province of Palawan is tentatively scheduled in early July 2023.

The conduct of the M&E by the team will focus on the objectives as indicated in the attached Memorandum. The team has coordinated with the Regional CBFM Coordinator in your Region on the CBFM - POs and Projects to be visited and consulted during the conduct of the M & E activities from May 29 to June 2, 2023.

In this regard, we are respectfully requesting the Region to facilitate and provide necessary assistance to the team for the successful conduct of the M&E activities in the province of Mindoro Occidental within your Region.

Our Staff (Irene E. Custodio) will coordinate with the Region for other details of the M&E activity. In any case, should you have queries or clarifications, you may reach us at telephone no. 8927-7278 or email us at frmd.cfs@fmb.denr.gov.ph or at icustodio@fmb.denr.gov.ph.

FOR INFORMATION AND CONSIDERATION, PLEASE.


ARLEIGH J. ADORABLE, CESO III

Cc: The Undersecretary for Policy, Planning and International Affairs
The Undersecretary for Field Operations – Luzon, Visayas and Environment
The National Coordinator, DENR-CARP NCO
The Presidential Agrarian Reform Council (PARC) Secretariat



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MEMORANDUM

FOR : The Regional Executive Directors
DENR Regions 1-13 and CAR, except NCR

ATTENTION : The Regional CBFM Coordinators

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

SUBJECT : **CONDUCT OF CY 2023 MONITORING AND EVALUATION
(M & E) FOR POLICY AND PROGRAM ENHANCEMENT OF
CBFM-CARP AND OTHER CBFM-RELATED ACTIVITIES**

DATE : **APR 03 2023**

The DENR-FMB thru the Forest Resources Management Division – Community Forestry Section has scheduled the conduct of CY 2023 Monitoring and Evaluation for Policy and Program Enhancement of CBFM-CARP and other CBFM related activities from April to July 2023 in all DENR Regions and CAR except NCR pursuant to the DENR Administrative Order No. 1993-12 “Revised Guidelines Regulating the Implementation and Management of DENR-CARP Activities” and Item G.5 of the Project Implementation Guide of CBFM-CARP per Memorandum from then Undersecretary for Staff Bureaus dated 05 June 2013.

In this regard, a team from the FMB – FRMD-CFS, DENR-CARP National Coordinating Office (NCO) and the Presidential Agrarian Reform Council (PARC) Secretariat will be deployed from April to July 2023 to conduct monitoring and evaluation (M & E) of the implementation of the CBFM-CARP and other CBFM related activities. Results of the M&E activities will be a major input for the enhancement of existing CBFM policies and guidelines and in the formulation of necessary policies and standards in support to the CBFM program.

The Objectives of the M&E activities are:

1. To monitor and assess the implementation progress of the CBFM-CARP approved Work and Financial Plan and identify issues and concerns needing immediate action in order not to cause significant delay in the achievement of targets and disbursement/utilization of funds;
2. Evaluate the effectiveness of the particular CBFM policy/guidelines in light of its amendment and enhancement to become more responsive to the need of the CBFM Program:
 - Amendment of DAO 1998-45 “Guidelines Governing the Issuance and Transfer of Certificate of Stewardship (CS) within CBFM Areas”;

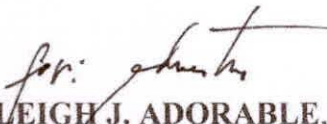
- Proposed DENR Memorandum Circular (DMC) on the Performance Evaluation of CBFMAs and Renewal of Expiring CBFMAs
 - Implementation of DAO No. 2021-42 "Guidelines on the Processing of Application for Expansion of Areas under CBFMA to cover Adjacent Untenured Areas Within Forestlands
3. Gather issues and concerns around the implementation of delegated functions like the affirmation of CRMF and approval of the FYWP and the approval/issuance of tenure among others i.e utilization of resources in CBFM areas.

The team at the DENR-FMB and DENR-CARP NCO will coordinate with the concerned CBFM Regional Focal Persons in each Region on the necessary arrangements and detailed activities at the DENR Field Units and with the CBFM POs and other Key partners .

In view of the foregoing, the Region is being requested to prepare pertinent documents necessary in the attainment of the M&E activity objectives, and provide assistance to the Team during the conduct of the activity including field coordination to the target CBFM-POs. The schedule of M & E for each Region shall be coordinated and agreed upon with your respective Regional CBFM Coordinator and shall be officially emailed by the Community Forestry Section (CFS) of Forest Resource Management Division (FRMD) using their official email of frmd.cfs@fmb.denr.gov.ph or thru the official email of your respective CFS Focal Person. Please be informed further that the said schedule shall be based on the approved CY 2023 Work and Financial Plan (WFP) and Implementation Plan of FMB under CBFM-CARP.

Attached, for your reference is the Activity Design of the conduct of the M&E.

FOR INFORMATION AND CONSIDERATION, PLEASE.


ARLEIGH J. ADORABLE, CESO III

cc: *The Undersecretary for Policy, Planning and International Affairs*
The Undersecretary for Field Operations – Luzon, Visayas and Environment
The Undersecretary for Field Operations - Mindanao
The National Coordinator, DENR-CARP NCO
The Presidential Agrarian Reform Council (PARC) Secretariat

ACTIVITY DESIGN

I. Title : CONDUCT OF CY 2023 MONITORING AND EVALUATION FOR POLICY AND PROGRAM ENHANCEMENT OF CBFM-CARP AND OTHER CBFM-RELATED ACTIVITIES

II. Rationale

With reference to the mandate of FMB for policy and program formulation, and also to conduct monitoring and evaluation activities under CBFM-Comprehensive Agrarian Reform Program (CBFM-CARP) pursuant to the DENR Administrative Order No. 1993-12 "Revised Guidelines Regulating the Implementation and Management of DENR-CARP Activities" and Item G.5 of the Project Implementation Guide of CBFM-CARP per Memorandum from then Undersecretary for Staff Bureaus dated 05 June 2013, the Community Forestry Section of the Forest Resources Management Division, has allocated a total budget of Php6 74,600 for the provision of Technical Assistance and Monitoring and Evaluation of CBFM-CARP projects and related activities for CY 2023 scheduled in the 1st and 2nd Quarter.

In this regard, a team composing of DENR-FMB staff, DENR-CARP National Coordinating Office (NCO) and the Presidential Agrarian Reform Council (PARC) Secretariat shall conduct Monitoring and Evaluation of the CBFM-CARP in all Regions except NCR. The conduct of M & E by FMB, DENR-CARP NCO and PARC Secretariat under CBFM-CARP shall be on a National scale per DAO 1993-12. Hence, the activity shall cover all the regions (except NCR) especially those with CBFM-CARP projects. Result of the M & E activities is being reported by the PARC Secretariat to the Presidential Agrarian Reform Council (PARC) Executive Committee headed by the President of the Philippines.

M&E results are very important to the management in the overall supervision and management of the CBFM program across all regions. Most important of all, good M&E results can encourage financial support from the Government and from external donors. Moreover, it will provide the management with the overall status of the CBFM program vis-à-vis the approved Work and Financial Plan, facilitate regular updating of database for appropriate and timely decision making, identify issues and concerns needing immediate action/s, and document success stories, lessons learned and insights to enable the management and key partners to strategize and enhance support policies and guidelines responsive to the need of the CBFM program for the efficient fund disbursement and utilization and achievement of planned targets. Hence, conduct of monitoring and evaluation is very important to a successful project implementation and management and basis of sound policy review, formulation and/or enhancement.

III. Objectives

1. To monitor and assess the implementation progress of the CBFM-CARP approved Work and Financial Plan and identify issues and concerns needing immediate action in order not to cause significant delay in the achievement of targets and disbursement/utilization of funds;

2. Evaluate the effectiveness of the particular CBFM policy/guidelines in light of its amendment and enhancement to become more responsive to the need of the CBFM Program:
 - Amendment of DAO 1998-45 "Guidelines Governing the Issuance and Transfer of Certificate of Stewardship (CS) within CBFM Areas";
 - Proposed DENR Memorandum Circular (DMC) on the Performance Evaluation of CBFMAs and Renewal of Expiring CBFMAs
 - Implementation of DAO No. 2021-42 "Guidelines on the Processing of Application for Expansion of Areas under CBFMA to cover Adjacent Untenured Areas Within Forestlands
3. Gather issues and concerns around the implementation of delegated functions like the affirmation of CRMF and approved FYWP and approval, issuance of tenure among others i.e utilization of resources in CBFM areas.

IV. Methodology

1. The composite Team with representatives from DENR-FMB, DENR-CARP and PARC Secretariat at the national level to coordinate with the field counterpart the detailed activities, schedule and arrangements and coordination with the partner CBFM-POs, LGUs and other key partners in each Region;
2. Conduct a courtesy call at the Regional/ Provincial and CENR Offices and discuss the team's purpose, activities and detailed itinerary;
3. Consultation meeting with the staff of LPDD, ED, CDD, SMD on the implementation of policies related to CBFM
4. Consultation through focus group discussions (FGDs) and key informant interview (KII) with the personnel of the DENR Field Offices and Partners (POs/LGUs) on the Amendment and Enhancement of the following relevant CBFM policies and guidelines with specific activities, as follows:
 - 4.1 Amendment of DAO 1998-45 "Guidelines Governing the Issuance and Transfer of Certificate of Stewardship (CS) within CBFM Areas"**
 - Field Visit of CBFM area with issued Certificate of Stewardship (CS) and Certificate of Stewardship Contract (CSC) and conduct interview with the CS and CSC holder; and
 - Gather issues and concerns affecting tenure/stewardship management in selected CBFM areas.
 - 4.2 Proposed DENR Memorandum Circular (DMC) on the Performance Evaluation of CBFMAs and Renewal of Expiring CBFMAs**
 - Monitor and assess the issues and concerns on the implementation of FMB Technical Bulletin No. 36 "Procedural Guide on the Conduct of Participatory CBFM Agreement (CBFMA) Holder Performance Evaluation as a Requirement

for the Renewal of Expiring CBFMAs” and FMB Technical Bulletin No. 38 “Procedural Guide in the Renewal of CBFMA”; and

- Gather inputs on how to address concerns on CBFMA renewal and/or non-renewal and cancellation.

4.3 Implementation of DAO No. 2021-42 “Guidelines on the Processing of Application for Expansion of Areas Under CBFMA to Cover Adjacent Untenured Areas Within Forestlands”

- Monitor and assess the issues and concerns on the implementation of the policy; and
- Validate the database on the CBFMA that may be subjected for area expansion particularly those that implemented a National Greening Program (NGP) project outside of their tenured area.

5. Site visit to selected CBFM-CARP project sites to determine the implementation progress of the projects and to identify relevant issues and concerns needing immediate action as well as gather relevant inputs for future policy proposal. Further, the Team will also focus on the following activities, to wit:

5.1 Those CBFM-POs with CY 2022 CBFM-CARP projects prioritizing those CBFM area with issues CS/CSC;

5.2 Validation of the costing of the seedlings and farm implements being provided by the project considering the continuous increase of the inflation rate;

5.3 Monitoring and assessment of the reports of CBFM-CARP Inspection and Acceptance Committee (IAC) which is composed of representatives from the Regional Office with Finance Unit and Resident Auditor (if applicable), and the PENRO/CENRO Coordinators;

5.4 Monitoring and assessment of issues and concerns on the CBFM-CARP implementation that may result to the policy/ program enhancement; and

5.5 Field visits and provision of technical assistance on [project proposal preparation to some CBFM-POs which have yet to receive support from CBFM-CARP.

6. Exit meeting with the Regional Executive Director (RED) and Key DENR Field Officials to present and discuss Observations, Comments and Recommendations and come up with Agreed Actions.

V. Expected Outputs

1. Input for the CY 2022 target for policy formulation mentioned above particularly for the policy formulation requirements such as problem and issues analysis, policy feasibility (administrative, technical, political viability, social acceptability, economic efficiency), among others;
2. Consolidated list of issues and concerns and proposed enhancement of policies related to CBFM implementation;

3. Consolidated monitoring and evaluation result on the Observations, Findings, Recommendations and Agreements in accordance with the FMB template for the Travel Report.

VI. Travel Schedule

The field work will be undertaken from April to July 2023. In addition, to the team composing of FRMD-CFS Staff, DENR-CARP-NCO and PARC Secretariat, technical staff from other FMB technical Division may participate on the said activity when it is deemed as necessary. The specific date of field activity will be coordinated to each region for proper synchronization with their activities and preparation for the field works.

VII. Budgetary Requirement

The budgetary requirements based on the approved CY 2023 Work and Financial Plan (WFP) for the conduct of CY 2023 M & E for policy and program enhancement of CBFM-CARP and other CBFM-related activities is amounting to PhP674,600 charged to CY 2023 Current and Continuing appropriation subject to the usual accounting rules and regulations. Said budgetary requirements only covers the travel expenses of FMB staff while the travel expenses of DENR-CARP NCO and PARC Secretariat including the DENR field personnel who will assist in the activities shall be charged against their respective offices' funds.