



## MEMORANDUM

FOR : All Regional Executive Directors

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

SUBJECT : **CLARIFICATORY MEMORANDUM ON THE CONCERNS RAISED IN THE IMPLEMENTATION OF DAO 2023-09: “GUIDELINES IN THE CONDUCT OF INVENTORY AND ASSESSMENT OF GRADUATED NATIONAL GREENING PROGRAM (NGP) PLANTATIONS BY THIRD-PARTY EVALUATORS”**

DATE : **NOV 20 2023**

This refers to the implementation of Department Administrative Order No 2023-09 or “*Guidelines in the Conduct of Site Inventory and Assessment of Graduated National Greening Program (NGP) Plantations by Third-Party Evaluators*”. In addition to the advisory issued in a memorandum dated October 10, 2023 from the Undersecretaries of Field Operations and Undersecretary for Policy, Planning and International Affairs, here are some clarifications and responses to the queries that have been raised during the National Orientation Workshop on DAO 2023-09 held on October 2-4, 2023 in Subic, Zambales:

Query/ Recommendation	Response
<b>DAO Implementation</b>	
<i>Scope of NGP Graduated sites for Inventory and Assessment</i>	<p>All GAA-funded NGP accomplishments from 2011-2016 will be prioritized and be subjected to inventory and assessment by third-party evaluators. These include NGP sites not included in the NEP of the regional office, such as COBF-funded sites and those funded by other agencies or partners. Sites previously validated by third-party will also be subjected.</p> <p>The regions with excess fund may include sites established from 2017-2019 in the inventory and</p>

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	assessment, subject to the Region's endorsement to the DENR Central Office with the corresponding revised or supplemental WFP.
<i>Assessment of Damaged NGP Graduated Sites</i>	<p>The regional offices may opt not to subject to assessment the contracted sites that are already derecognized or delisted, such as those affected by road-widening projects, forest fires, and force majeure, among others, provided that the required documentation is available. If there is no documentation, regardless of prior knowledge that these sites do not exist, these shall still be subjected to inventory, assessment and KII by the third-party evaluators.</p> <p>For sites that will be excluded, alternate sites must be identified from the remaining 2011-2016 target sites in order to meet the 2023 target area for assessment.</p>
<i>Effectivity of Contracting of Third-Party Evaluators</i>	The prescribed contract period is six (6) months.
<i>Assessment of Mangrove Plantations</i>	<p>For linear mangrove plantations, the sampling plot method for roadside plantations shall be followed.</p> <p>On the comment on merchantable height, it will be excluded, and only the total height will be measured.</p>
<b>Accounting, booking, reclassification and turnover</b>	
<i>Implications of Third-Party Assessment on the Reclassification of Construction in Progress (CIP) areas to Land Improvement</i>	The findings of the assessment will not affect the status of sites that have already been turned over to DENR and reclassified as Land Improvements (LI). For sites that have yet to be turned over, the findings of the assessment may be used as the basis for reclassification.
<i>Provisions on DAO 2023-09, Section 10, in relation to the GAM, Section 34, on the basis of reclassification</i>	The DAO will not supersede the Government Accounting Manual (GAM), since the sites to be subjected to the site inventory and assessment are those that have graduated from the 3-year M&P. However, for graduated sites that have not yet been reclassified, the result may be used, but this concern on turnover and reclassification to reconcile the records in the books of accounts is still to be subjected to further discussion and



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	consultation and shall be the next phase once the physical condition of the NGP established plantations and reforestation sites has been determined.
<i>Is it possible for COA to facilitate the creation of Third-Party, so that there will be no intervention from the DENR</i>	The Commission on Audit (COA) is not mandated to facilitate such, since they also act as a third-party auditing the implementation of the Program.
<i>Will the report produced by the Third-Party validators be enough basis for the reclassification? Recording of impairment loss? Re-evaluation of the plantation?</i>	The expected results from the site inventory and assessment by the third-party evaluators are lists of contracts and sites with an estimated survival rate and stocking density as per the sampling method conducted. This cannot determine the total extent of area damaged that can be declared as impairment loss since the method to be used is random sampling. The result may only be determined which sites will be subjected to further assessment following the derecognition process and/or request for relief of accountability stipulated in the GAM.
<i>Is the 85% survival rate still applicable as the basis for the reclassification from CIP to LI?</i>	This has yet to be discussed and consulted with the management.
<i>Will the report of the third party indicate whether it has passed the performance evaluation? Since in Chapter 10, Section 34 in GAM it is required that they must be in passing performance.</i>	For discussion with the Management.
<i>There are areas that have been validated but the Survival Rate is below 85% and it was implemented by the administration. How is the process of turning over these sites?</i>	For discussion with the Management if there is still a need for turn-over.
<i>Can the result of the assessment be used for payment of Retention fee of plantations below 100 hectares for 2016 and below plantations?</i>	For discussion with the Management.
<b>Terms of Reference (TOR)</b>	

<b>Query/ Recommendation</b>	<b>Response</b>
<i>Prescribed Mobilization Fee in TOR for Third-Party Evaluators</i>	The mobilization fee was raised from 10% to 15% of the net total payment amount.
<i>Criteria for Third-Party Evaluators</i>	<p>The rating system for third-party evaluators was divided into technical criteria (80%) and financial criteria (20%).</p> <p>The total technical criteria were broken down into Qualifications (50%), Experience and Capability (30%), and Approach and Methodology (20%). The scoring system for Approach and Methodology was finalized based on innovations to the prescribed procedure for sampling, inventory, and KII, with a maximum score of 5 points.</p> <p>Consultancy Services shall be procured through Competitive Bidding.</p>
<b>Data Capture Forms</b>	
<i>Data Capture Forms</i>	<p>The specific data capture forms/sheets to be used shall be based on the contracted commodities. Additional commodities observed will be noted in the data capture sheet.</p> <p>However, appropriate capture forms will be used if there are mixed commodities/species. For instance, if the component of reforestation includes a mixture of forest trees, fruit trees, and bamboo; the agroforestry or agro-bamboo capture forms shall be used.</p>
<i>In the data capture form for Rattan and Bamboo, do we include those that are not planted the same with the agroforestry and reforestation?</i>	Yes. But should be differentiated from those planted under NGP/ENGP.
<b>Key Informant Interview (KII)</b>	
<i>Key Informant Interview (KII) Questionnaire under skills gained</i>	It was suggested to include Bookkeeping, Finance Management, and other administrative skills under the capacity/skills learned by the PO/beneficiary.
<i>A suggestion to make the name of the respondent optional</i>	This will be considered.



<b>Query/ Recommendation</b>	<b>Response</b>
<i>Who will be the respondents for the KII</i>	<p>The key informants/interviewees are preferably those beneficiaries with claim/stake in the area. The KII will be conducted purely face-to-face.</p> <p>Respondents to the KII can include the PO Chairperson, other PO officials, PO members and/or beneficiaries, family heads in charge of a specific area of the plantation. Individual interviewees will respond to the questions from their own perspective, not speaking for the entire PO.</p>
<i>In the KII questionnaire, under seedling source, can "procured" option be included in the choices?</i>	This will be included in the KII questionnaire.
<i>In the KII questionnaire, under livelihood enterprise, can other NGA be included in the choices?</i>	This will be included in the KII questionnaire.
<i>In Annex C, it is suggested to include the name and signature of the DENR personnel who will be the witness or observers during the conduct of KII by the service provider.</i>	This will be considered.
<i>When submitting a potential respondent for KII, an inquiry as to whether the LGU would be acceptable. According to FMB, it's not allowed. However, the questionnaire asks for the "Name of PO, Organization, LGU, etc."</i>	LGU beneficiaries that have direct supervision and access to the site shall be subjected to the KII.
<b>Management of FY 2023 Funds for Third-Party Assessment</b>	
<i>Management of FY 2023 Funds for Third-Party Assessment</i>	<p>The FY 2023 funds for third-party assessment shall be obligated by the regional offices. For regions whose total budget decreased based on the latest revised Work and Financial Plan (WFP), the excess funds may be allocated for third-party assessment targets in FY 2024.</p> <p>Actions to be taken for excess funds shall be subject to</p>

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	approval by the DENR Central Office.
<b>Other queries</b>	
<i>Datum to be Used for Shapefiles and Maps</i>	As agreed upon in the Blended Workshop on Data Preparation, Cleansing and Loading of Enhanced National Greening Program (ENGP) and Other Spatial Datasets (FSD) Using Geographic Information Systems (GIS) conducted on May 29 to June 02, 2023, shapefiles and maps for submission to the FMB will follow the PRS 192 coordinate system, but during the conduct of the inventory and assessment, the datum of shapefiles shall be that used by the CENROs during the identification and mapping of sites.
<i>Drone Procurement for Regional Offices</i>	Drone shots are required as part of the inventory and assessment of NGP sites. The Central Office will assist the regional and field offices in the procurement of the drones to be used in the third-party validation, if funds are available.
<i>Suggestion to use one ID number for every contract</i>	This has already been taken into account and will appear on the LOA/Contract Database.
<i>Do we need to use the grading/rating system for the third party evaluators even if it will be under small value procurement?</i>	Yes.
<i>What would be the distinction of this assessment to existing DAO 2013-06 and DAO 2019-03?</i>	The third party performance evaluation requirement provided for in Section 6 of DMC 2013-06 is for the purpose of turn over of the project area to the DENR and for determining whether the retention fee shall be released to the partner organization or not. On the other hand, DAO 2019-03 does not even require third party evaluation of each NGP plantation. What sets DAO 2023-09 apart from the assessments provided for in both DMC 2013-06 and DAO 2019-03 is that it provides an in-depth methodology that would enable the DENR to identify the Program's initial gains. Moreover, the assessment that will be done under DAO 2023-09 is not for the purpose of the release of retention fee nor for area turnover purposes. Rather, as stated in Section 3 of DAO



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	2023-09, the conduct of assessment of graduated NGP plantations by third party evaluators is to determine the performance of NGP with respect to the current stocking density of graduated NGP plantations, identify the initial impact on the socio-economic condition of the POs, and draw lessons for policy enhancement and improved implementation strategies.
<i>Harvesting of trees planted</i>	Harvesting within untenured, graduated NGP sites is still not allowed under existing laws and regulations. However, for sites where harvesting was done, this should be accounted the extent of what has already been harvested by the beneficiaries.

**FOR YOUR REFERENCE AND GUIDANCE.**

  
**ARLEIGH J. ADORABLE, CESO III**

*Copy furnished:*

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