



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM

TO : All Regional Executive Directors and
Provincial Environment and Natural Resources Officers

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

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

DATE : **OCT 10 2023**

This is in line with the implementation of Department Administrative Order (DAO) No. 2023-09, *“Guidelines in the Conduct of Inventory and Assessment of Graduated National Greening Program (NGP) Plantations by Third-Party Evaluators”*, signed on August 29, 2023.

Please be advised on the following when executing the activities provided in the DAO and its Annexes:

1. Only those NGP Graduated sites listed in the contract database as well as the corresponding shapefile that will be subjected to inventory for the year will be provided to the Third-Party Evaluator;
2. The contract database should include all NGP sites established using NGP funds regardless of the strategy used (i.e. social mobilization, Barangay Forest Program, Central-office based fund targets, DA-realigned budget targets, etc.). You may put a “remarks” field at the end of the template matrix to include which type of strategy and sub-project are the established plantations in the contract database;
3. The contract of the engaged Third-Party Evaluator shall have a duration of six months; however, this can be shortened or may later be extended, subject to the performance of the Third-Party Evaluator;
4. In the review of Third Party Evaluator Qualifications and Credentials, the DENR shall officially request the Team Leader’s Curriculum Vitae (CV), staff complement containing

the name, educational background, and major role of GIS, technical staff to conduct the inventory and Key Informant Interview, as well as admin support staff, and print out of related outputs for its past engagements.

5. From the pre-computed sample size for each contracted area, the Third-Party Evaluator will determine the location of the plots using the GIS map grid indexing. The determined plots shall be submitted to the DENR in shapefile format.
6. The DENR will conduct the drone shoot. The randomly selected plots identified by the Third-Party Evaluator per contract shall be provided to the DENR Field Office as reference in taking the drone shots. This is to check whether the area and sample plot are the same as where the Third-Party Evaluator is conducting the inventory and to have an actual photo overlay of the plot to be validated;
7. It is advised that the engaged Third-Party Evaluator immediately input the data gathered in the prescribed capture forms to avoid the piling up of the results, which shall be consolidated per NGP contract;
8. Section 10 of the DAO states provisions on the consolidation of monthly accomplishments to monitor the progress of the activity and to have an initial review to check if the data are being captured and recorded accordingly;
9. For easy retrieval of duly filled-up data in MS Excel, each Region should create a system of file folders and file naming by the engaged Third-Party Evaluator;
10. The Regional Offices/PENRO, through the Review Sub-committee, are encouraged to have monthly meetings with the Third-Party Evaluator to be apprised on the progress of the inventory;
11. As provided for in the DAO, the PENRO Accounting in coordination with the NGP Office shall simultaneously conduct the following:
 - i. Review the list and results of the site inventory and check if such are recorded in the book of accounts;
 - ii. Reclassify and update the status of the sites in the book of accounts from Construction-in-Progress – Land Improvements (CIP-LI) to Land Improvement – Reforestation Projects (LI-RP);
 - iii. Based on records, identify sites that has been endorsed for recognition of impairment loss as well as those endorsed for derecognition process
 - iv. Submit provincial consolidated report of the result of the updating of the records of the inventoried NGP graduated sites to the Regional Finance Division.

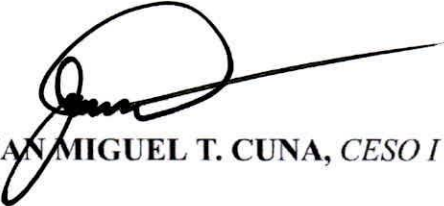
The contract database shall have been also updated in two (2) months as a result of these activities.

12. Also, the contract database should be updated to include additional information whether the areas are ELCAC or Non-ELCAC to be stated in the Remarks Column and note those contracted sites were affected by specific forest disturbances like fire, typhoons, floods, landslides, earthquakes, etc under Column Forest Disturbance of Contract database;
13. If the contracting party is the PENRO, the electronic copy of the reports of the Third-Party Evaluator shall be furnished to the Region starting with its first deliverable;
14. Progress reports and submitted outputs of Third-Party Evaluator that were endorsed by PENR Office shall be consolidated by the Regional Office before it will be endorsed to DENR Central Office copy furnished the FMB.

Attached are the following documents which can be also accessed through this link:
<https://bit.ly/3rdpartyinventory>.

1. Signed DAO
2. Specific Procedure for Sampling, Inventory, and Key Informant Interview (Referred Annex A of the DAO)
 - Procedure
 - Report Format (result of Inventory of each Contracted Site)
 - Final Report Format
3. Process Flow of Procurement (Annex B of the DAO)
4. Terms of Reference for the Third-Party Evaluator
5. Pro-forma Contract with the Third-Party Evaluator
6. Capture and Encoding Forms for the Inventory
7. Key Informant Interview (KII) Questionnaire
8. Certification of Acceptance
9. Monthly Progress Report Template
10. Suggested file labels and storage system

FOR YOUR GUIDANCE AND APPROPRIATION ACTION.


ATTY. JUAN MIGUEL T. CUNA, CESO I


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ATTY. JONAS R. LEONES, CESO I