



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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**MEMORANDUM**

**TO :** All Regional Executive Directors

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

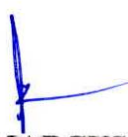
**SUBJECT :** **GUIDELINES ON THE ADDITIONAL FUNDS FOR POLES, SIGNAGES AND OTHER MAINTENANCE AND PROTECTION ACTIVITIES UNDER THE ENHANCED NATIONAL GREENING PROGRAM**

**DATE :** **OCT 18 2023**

This refers to the additional funds allocated for maintenance and protection activities under the ENGP implementation for FY 2023. In this regard, the establishment of poles, signages, and other necessary maintenance and protection activities shall be undertaken using the said funds under the implementation of the Enhanced National Greening Program (ENGP). Attached is the guidelines for your information and reference.

FOR YOUR GUIDANCE AND COMPLIANCE.

  
ATTY. JUAN MIGUEL T. CUNA, CESO I

  
JOSELIN MARCUS E. FRAGADA, CESO III

  
ATTY. JONAS R. LEONES, CESO I



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Department of Environment and Natural Resources  
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Print Date: Thursday, October 12, 2023

Sender: ARLEIGH J. ADORABLE, CESO III

Address: FMB

Subject: MEMO DTD 10/12/2023 MEMORANDUM FOR UPPIA, OFOLVE, UFOM DATED 10/12/23 PROPOSED GUIDELINES ON THE ADDITIONAL FUNDS FOR POLEES SIGNAGES AND OTHER MAINTENANCE AND PROTECTION ACTIVITIES UNDER THE ENHANCED NATIONAL GREENING PROGRAM ENGP

Addressee(s): Office of the Undersecretary for Field Operations and Environment (OUFOE)

CC Addressee(s):

Date/Time Received: 10/12/2023 12:13:00 PM

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	10/12/2023 12:15:35 PM	OUFOE		Date: 10/12/2023 12:26:04 PM To: From: Plopino, Irene N. Message: MEMO TO ALL REDS FOR SIGNATURE PLS (FMB-)

OUFOLWE

OUFOU OCT 16 2023

RECEIVED BY: Anne 10-16-23  
1:58

UPPIA 10/17 SIGNED BY  
USEC. FRAGAQA.

Carissa, pls.

10/19/23

FOR YOUR CONSIDERATION PO, PLEASE.  
-CARISSA

10/12  
FMB-198-2

OUFOM-14 - 206-205



Republic of the Philippines  
Department of Environment and Natural Resources  
**FOREST MANAGEMENT BUREAU**  
Visayas Avenue, Diliman, 1100 Quezon City  
Tel. No.: (632) 8925-2141 / (632) 8927-4788  
E-mail Address: [fmnb@denr.gov.ph](mailto:fmnb@denr.gov.ph) Website: <https://www.forestry.denr.gov.ph>

## MEMORANDUM

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

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

SUBJECT : **PROPOSED GUIDELINES ON THE ADDITIONAL FUNDS FOR  
POLES, SIGNAGES AND OTHER MAINTENANCE AND  
PROTECTION ACTIVITIES UNDER THE ENHANCED NATIONAL  
GREENING PROGRAM**

DATE : OCT 12 2023

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Respectfully endorsed is the proposed guidelines on the additional Maintenance and Protection activity under the Enhanced National Greening Program (ENGP) specifically on the establishment of poles and markers starting FY 2023.

Please be informed that the attached guideline passed through several consultations and discussions with DENR field offices. The most recent one was during the conduct of the Consultation Workshop on Reforestation Information and Management System (RIMS) - Batch 2 held on 04-06 October 2023 at Subic, Zambales.

Should the Undersecretaries agree, attached is the draft Memorandum Instruction to all DENR Regional Executive Directors providing the said guidelines on the additional Maintenance and Protection activity under the ENGP, for your signature.

**FOR YOUR INFORMATION AND CONSIDERATION, PLEASE.**

  
ARLEIGH J. ADORABLE, CESO III



## **GUIDELINES ON THE ADDITIONAL FUNDS FOR POLES, SIGNAGES AND OTHER MAINTENANCE AND PROTECTION ACTIVITIES UNDER THE ENHANCED NATIONAL GREENING PROGRAM**

In 2011, Executive Order (EO) No. 26 was issued, establishing the National Greening Program (NGP) which aims to plant 1.5 billion seedlings within 1.5 million hectares of denuded and degraded forestlands. In 2015, it was further expanded pursuant to the issuance of EO 193 which targets to rehabilitate all remaining unproductive, denuded and degraded forestlands and also extended the implementation from 2016 to 2028.

In order to do this, the DENR partners with various stakeholders, including People's Organizations (POs), Local Government Units (LGUs), academe, Civil Society Organizations (CSOs) and other private and business sectors, among others.

In 2019, the Department issued DENR Administrative Order (DAO) No. 2019-03 or the Revised Implementing Rules and Regulations on EO 103, s. 2015. Currently, it is the latest policy that governs the implementation of the Program.

Part of the annual budget lodged at the DENR field offices is allotted for the maintenance and protection of established plantations where implementing partners such as People's Organizations conduct activities like replanting, patrolling, and fireline establishment, among others.

In 2023, as part of the DENR's effort to improve the current condition of plantation sites established, the Department proposed for an additional Php 1,000.00/ha-allotment for maintenance and protection. The proposal was subsequently approved and became part of the funding allocation pursuant to GAA for FY 2023.

As an additional activity, the DENR field offices shall ensure that the implementing partners such as POs shall produce, establish and/or maintain poles and/or signages to identify and mark the location of plantations.

### **I. ADJUSTED COSTING**

In order to facilitate the additional activity for maintenance and protection, costing per hectare for maintenance and protection shall be adjusted as follows:

Table 1. Adjusted costing for Maintenance and Protection per year per hectare

<b>YEAR</b>	<b>ORIGINAL UNIT COSTS PER HECTARE (PHP)</b>	<b>REVISED COST PER HECTARE (PHP)</b>
Year 1 M&P	2,000	3,000
Year 2 M&P	5,000	6,000
Year 3 M&P	5,000	6,000
Year 4 M&P	0	6,000

YEAR	ORIGINAL UNIT COSTS PER HECTARE (PHP)	REVISED COST PER HECTARE (PHP)
Year 5 M&P	0	6,000

The additional funding shall apply to the M&P contracts of plantations established starting in CY 2021. Future changes in funding, should there be, shall be reflected in the concerned year's GAA and shall be indicated in the corresponding DENR Planning Guidelines.

## II. MINIMUM REQUIREMENTS FOR THE PRODUCTION, ESTABLISHMENT AND/OR MAINTENANCE OF POLES AND/OR MARKERS

As an additional activity, poles and/or signages shall be produced, established and/or maintained by the implementing partners. **Table 2** shows the suggested specification of materials per unit of signage and three (3) units of poles.

With due consideration on funding for poles, more economical materials like bamboo pole and tree-based species can be simultaneously installed and may be considered based on the local set-up and availability of materials, provided that the PO shall seek the approval of the DENR through a letter (**Annex A**).

Table 2. Sample Specifications billboard-type signage and PVC-type pole markers

ITEM	COMPONENT/ACTIVITY	QTY	UNIT
I.	<b>One Unit: SIGNAGE (billboard type)</b>		
	GI Pipe 1" x 6 meters	1.00	pc.
	GI Sheet Gauge 26 4' x 8'	1.00	sheet
	Angle bar 1" x 3/16 meters	1.00	pc.
	Tarpaulin/Sticker	16.15	sq.ft
	Cement	1.00	bag
	Sand	0.20	cu.m
	Gravel 3/4"	0.20	cu.m
	Welding Rod	2	kg
	<b>Total Material Cost</b>		
	Labor Cost (30% of the Material Cost)		
	<b>Total Direct Cost (materials &amp; labor cost)</b>		
	Vat 12% of the Direct Cost		
	Consumables	1.00	l.s.
II.	<b>Three Units: Pole Markers (PVC Type)</b>		
	PVC Pole 2" x 4 meters	1.00	pc.
	Cement	1.00	bag
	Gravel	0.10	cu.m
	Sand	0.10	cu.m
	White paint	1.00	l.
	Brush paint	1.00	pc.

The required number of poles and/or signages shall follow **Table 3** as presented below taking into consideration the specification of materials presented in Table 2. The location and number of poles and/or signages shall be jointly identified



and determined by the Implementing Partner and the DENR. This is to ensure the maximum coverage of the materials.

Table 3. No. of signages and poles to be established based on the area of the polygon

<b>Size of Plantation (hectare)</b>	<b>Signage</b>	<b>No. of Markers</b>
Less than 10	At least one (1) tarpaulin/sticker mounted in wooden or bamboo poles or other similar materials ( <b>Figure 2</b> )	Bamboo pole and/or tree-based species
10 and above	At least one (1) signage (in figure 3) with stand for the whole area ( <b>Figure 3</b> )	At least four (4) poles strategically distributed along the boundary of the site ( <b>Figure 1</b> )  Bamboo pole and/or tree-based species may also be inter-planted.

Signage/s may be placed within the sites describing the sites planted for each contract depending on the budget allocation pursuant to Section 8.1.2 of DAO 2019-03. On top of billboard-type signage, intermediate signage may also be installed with a suggested dimension of 40 cm to 60 cm, as may be necessary.

The required number of poles and/or signages shall be maintained during the rest of the M&P period. Funds during the succeeding years can be used to maintain the poles and/or signages, produce and establish additional ones, or replace those that were damaged or displaced, and other maintenance and protection activities.

As a guide, presented below are the specifications and designs of the signages and poles and markers. The poles shall be mounted on the ground following the measurements below in **Figures 1-3**.

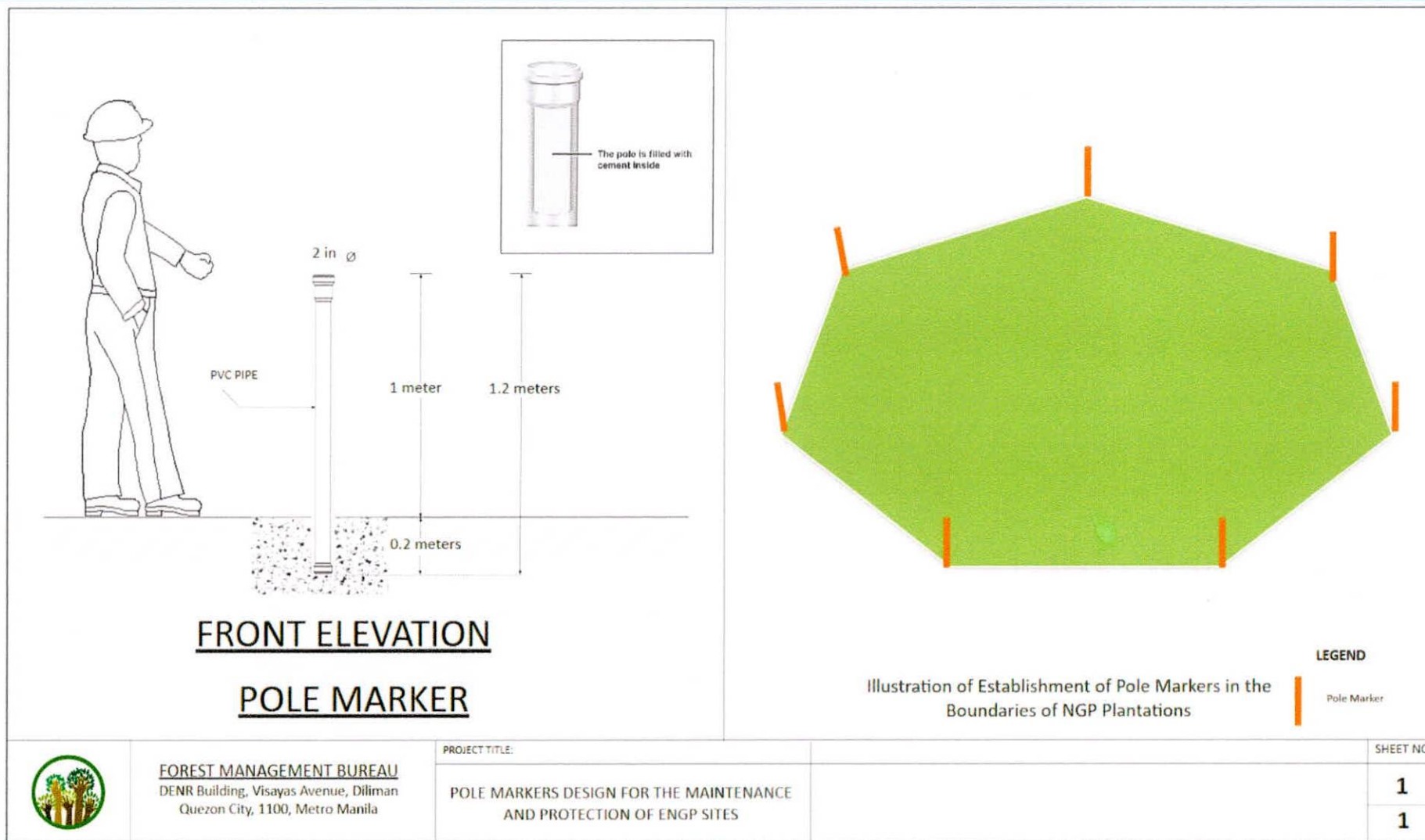
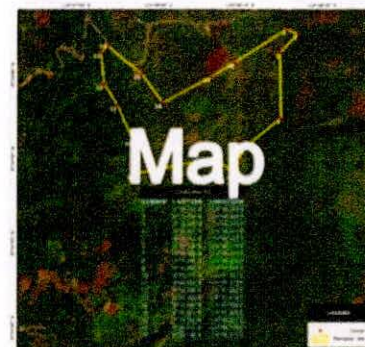


Figure 1. Specification and Proposed Set-up of the Poles



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ENHANCED NATIONAL GREENING PROGRAM (ENGP)  
Region \_\_\_\_\_

PENRO:	PENRO
CENRO:	CENRO
Location:	Sitio, Barangay, Municipality
Name of Implementer/PO:	
Area (ha):	
No. of Seedlings:	
Commodity:	
Species:	
Year of Implementation:	2023-2025
Other information:	



1.2 m

1.2 m

Figure 2. Specification, design and data for the signage



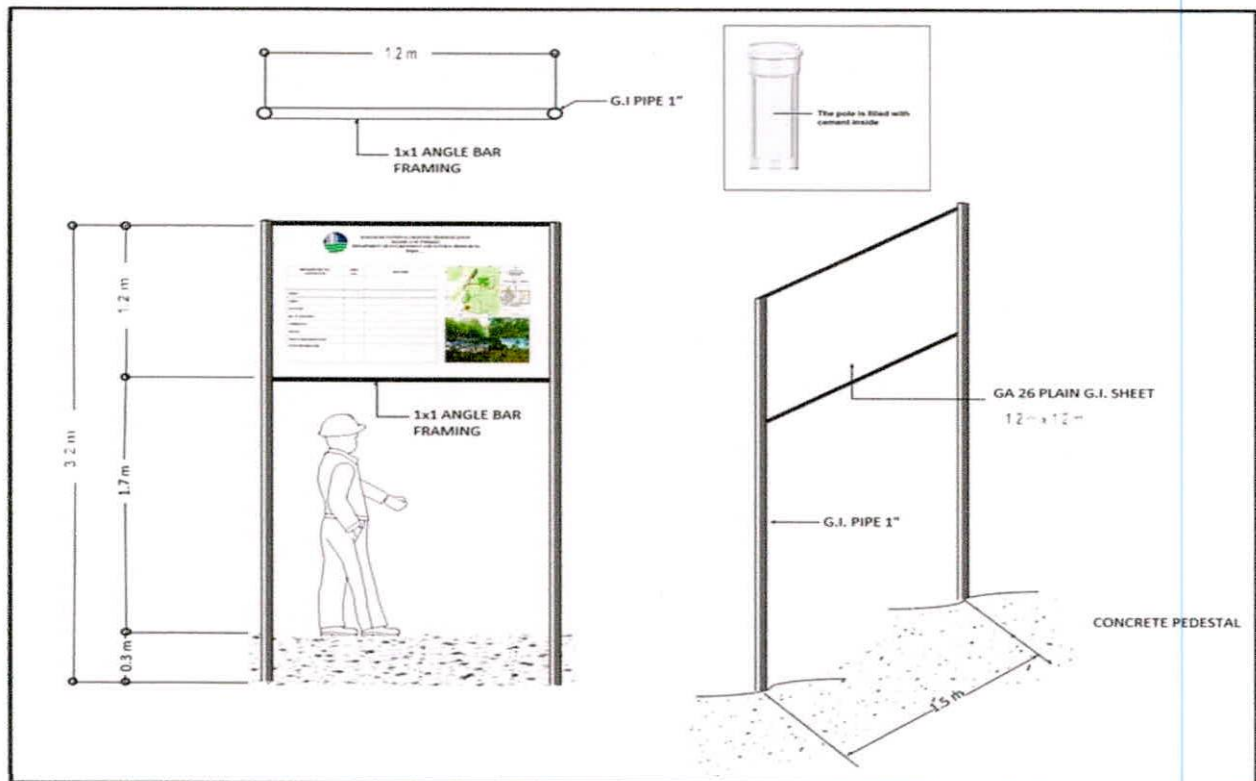


Figure 3. Specification and design for the mount of the signage for one contract

While the above specifications and materials are provided, the DENR Regional and field offices may modify the design and specifications based on the specific conditions of the ENGP sites where the poles or markers and signages will be established and maintained.

### III. Prioritization and utilization of the additional funds

Remaining funds shall be utilized in the conduct of other maintenance and protection activities, subject to prioritization and deemed appropriate for the year:

1. Replanting
2. Patrolling
3. Fireline establishment
4. Ring weeding or brushing
5. Fertilizer application
6. Removal of debris and/or garbage
7. Other activities as deemed appropriate

For Years 4 and 5, should funds be provided, activities shall be primarily focused on activities enumerated in Item III.

**IV. Role of the Field Offices.** Field Offices shall perform the following:

- a. Facilitate with the contractors/partners in identifying the specific location of the signage and/or pole markers;
- b. Design and layout the basic information and corresponding maps that will be printed on the tarpaulin/sticker; and
- c. Provide other assistance to the POs and/or families in the production, establishment or maintenance of poles and/or markers.

**V. Reporting.** Reports on the activities conducted shall be included in the regular reporting by the field offices to be submitted to the DENR Central Office and the Forest Management Bureau.

**VI. Transitory Provision.** For existing contracts from FY 2021 which are issued prior to this Memorandum with additional funds not yet included in the original contract, a supplemental Letter of Agreement (LOA) shall be entered into with the partner Contractor for the purpose (see **Annex B**).



**ANNEX A: PROFORMA FOR THE LETTER FOR THE APPROVAL OF CHANGE  
IN MATERIALS OF THE SIGNAGES**

**Name**

Position

Name of PO/Partner Organization

Address

**SUBJECT : REQUEST FOR CHANGE IN MATERIALS FOR THE  
SIGNAGE AND/OR POLES FOR THE MAINTENANCE AND PROTECTION OF A  
[AREA]-HA PLANTATION OF THE [NAME OF PO]**

Dear CENR/Implementing PENR Officer,

Greetings!

This has reference to the production, establishment and/or maintenance of poles and/or signages of the [Name of PO], engaged under the Enhanced National Greening Program (ENGP) with a [area]-ha plantation located in [location of plantation site].

Part of the responsibilities of the Organization is to produce and establish [number] poles and/or markers to mark the location of the ENGP plantation sites. However, to comply with the said responsibilities in a more economical manner, the PO is requesting to utilize [specific change in materials] as materials instead of those prescribed under existing policies.

Thank you.

Very truly yours,

[Name and Signature of PO representative]

**Approved / Disapproved**

**Name and Signature**

CENR/Implementing PENR Officer

**ANNEX B: PROFORMA FOR THE SUPPLEMENTAL LETTER OF AGREEMENT (LOA)**

Department of Environment and Natural Resources  
**ENHANCED NATIONAL GREENING PROGRAM (ENGP)**

**AMENDED/SUPPLEMENTAL AGREEMENT**

\_\_\_\_\_

relating to amendments to the  
Letter of Agreement No. \_\_\_\_\_ covering \_\_\_\_\_ hectares of \_\_\_\_\_  
Component

**KNOW ALL MEN BY THESE PRESENTS:**

This AMENDED/SUPPLEMENTAL AGREEMENT made and entered into by and between:

The **Department of Environment and Natural Resources (DENR)**, a national government agency duly organized and existing under the laws of the Republic of the Philippines, represented herein by (name of representative), the PENR Officer of (name of PENRO) with office address at (location/address) herein referred to as the **"FIRST PARTY"**

-and-

(name of People's Organization/ Indigenous People's Organization), duly registered at \_\_\_\_\_ with office address at (location/address), represented by (name of President/Chairman) referred hereto as the **"SECOND PARTY"**;

**WITNESSETH THAT**

**WHEREAS**, the Enhanced National Greening Program under Executive Order No. 193 seeks, among others, to rehabilitate and reforest the unproductive, denuded and degraded forestland; and contribute to the development and enhancement of socio-economic status of local communities;

**WHEREAS**, DAO No. 2019-03 or the Implementing Rules and Regulations of EO No. 193, s. 2015 encourages equal participation of private sector, Local Government Units and organized upland communities and other relevant stakeholders in the sustainable management and development of forestland and protection of existing forest;

**WHEREAS**, the **[Name of PO] as second party**, represented by its PO Chairperson, **[Name]** has entered into a Letter of Agreement" with the DENR on [Date]



to develop an area covering [Area] at [Location] and to maintain and protect same from all disturbances;

**WHEREAS**, under General Appropriations Act (GAA) for the Fiscal Year provides additional funds for the maintenance and protection according to its guidelines;

**WHEREAS**, that this Supplemental Agreement shall form part of the existing Letter of Agreement;

**NOW THEREFORE**, for and in consideration of the above premises, the Parties mutually agree on the following supplemental terms and conditions:

### **1. Roles and Responsibility of the First Party**

Additional components for the FIRST PARTY are hereby added as:

- i. Provide additional funds for the production, installation of poles, signages and for the additional maintenance and protection activities;
- ii. Facilitate with the Second Party, in identifying the specific location of the signages and/or poles; and
- iii. Design and layout the basic information and corresponding maps that will be printed on the tarpaulin/sticker.

### **2. Roles and Responsibility of the Second Party**

- i. Produce, the needed poles and other boundary markers and/or signage/s based on the available fund and as appropriate;
- ii. Install in the strategic locations in the NGP areas/sites in the barangay, jointly identified by both Parties; and
- iii. Conduct intensified and/or additional maintenance activities depending on the sufficiency of funds.

### **3. Target and Budget**

The table below is the target and budget:

Original Contract Cost		Additional Maintenance		Amended Total Contract	
Target (ha)	Contract Cost ('000)	Target (ha)	Contract Cost ('000)	Target (ha)	Contract Cost ('000)

**4. Work and Financial Plan and Payment Schedule [Optional only; as deemed necessary]**

A supplemental Work and Financial Plan and Schedule of payment is attached as an integral part of this Supplemental Contract/ Agreement.

**5. Effectivity**

The effectivity of the Amended/Supplemental Letter of Agreement will commence upon issuance of Notice to Proceed.

IN WITNESS WHEREOF, parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_ 2023 at \_\_\_\_\_

**FIRST PARTY:**

**Department of Environment and  
Natural Resources**

\_\_\_\_\_  
PENRO

Date: \_\_\_\_\_

**SECOND PARTY:**

**People's Organization**

\_\_\_\_\_  
President

Date: \_\_\_\_\_

**WITNESSES:**

**FOR DENR:**

\_\_\_\_\_  
*CENR Officer*

**FOR PO:**

\_\_\_\_\_  
*Secretary*

Republic of the Philippines) S.S.  
Quezon City, Metro Manila)



## ACKNOWLEDGEMENT

In \_\_\_\_\_, Philippines, on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 personally appeared before me.

<u>Name</u>	<u>Government Issued Identification Card</u>	<u>Date/Place Issued</u>
_____	_____	_____
_____	_____	_____

Known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free will and deed. In witness whereof I set my hand and affixed my notarial seal at the place and on the date first herein above mentioned.

This **Agreement**, consisting of four (4) pages, including this page wherein this acknowledgement is written, has been signed by the parties and their instrumental witnesses on each and every page thereof.

\_\_\_\_\_  
Notary Public

Doc No. : \_\_\_\_\_  
Page No.: \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Series of: 2023