



**MEMORANDUM**

**FOR : DIRECTOR ARLEIGH J. ADORABLE**  
OIC, Assistant Secretary for Field Operations-Western Mindanao &  
Director, Forest Management Bureau, in concurrent capacity

**ATTENTION : ROSALIE IMPERIAL**  
Chief, Community Forestry Section  
Forest Resources Management Division

**FROM : THE REGIONAL EXECUTIVE DIRECTOR**

**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 [2023-112002]**

**DATE : JUL 14 2023**

This pertains to your Memorandum dated 13 June 2023 regarding the draft DENR Memorandum Circular (DMC) "Guidelines on the Conduct of Participatory Community-Based Forest Management Agreement (CBFMA) Holder Performance Evaluation and Renewal of Expiring CBFMA".

In this regard, below are our inputs/comments on the said draft DMC for your information and consideration:

1. On the conduct of Performance Evaluation:
  - a) On Annex B of the CBFM-Performance Evaluation Tool (PET):
    - i. Item C.1, if the forest protection concern is not existing before receipt of CBFMA and is not being done by the PO/Non-PO members before (*left side*), it is suggested that the answer be "The Same (3 pts.)" in its condition today (*right side*) since it is the most neutral option in the Table (*compared to Worst or Most Improved*) instead of "*not applicable*." Rating a particular forest protection concern "*not applicable*" seems inappropriate because its significance/weight factor in the scoring of Item C.1 and the performance of the CBFM-PO, as a whole, will be disregarded.
    - ii. Item C.4, it is suggested to change "0-No more" to "0-No more/None" since not all forest protection strategies had been existing before.
    - iii. Item C.12, it is suggested to state explicitly in the choices whether the CRMF and/or FYWP is affirmed or not. Further, reconsider revising the

Note underneath it stating that the PO who scored ratings of "0 to 4" will automatically get a score of "0" for the rest of the questions in Obligation No. 3. Based on the firsthand experience of the PET-CBFM, some CBFM-POs have managed to formulate their CRMF & FYWP but were unable to get affirmation yet during the conduct of the PE. In other cases, CBFM-POs have existing CRMF but are either outdated or need updating.

- b) Section 5.7 of the draft DMC stated that 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. Although it was stated that Annexes B-E will no longer be utilized for the re-evaluation of CBFMAs, all CBFM-POs with ratings of 26-70% will undergo re-evaluation through a catch-up plan, by default. Thus, the statements in the last rows of *Annex E. CBFMA Performance Rubric*, specifically for the categories, *Beginner/Starter*, (26-40%) *Slight Performer* (41-55%), and *Middling* (56-70%) shall be revised for consistency and clarity.
  - c) Although it may not always be applicable in all situations, especially in remote and far-flung areas, it is recommended for FMB to develop an alternative mode of the CBFM-PET through use of an offline software/application where the questionnaires can be filled up directly by PET-CBFM and the score can be computed instantly using a laptop/tablet/smartphone. The said software could also have a "print" feature to easily save the document for attachment to the PE report.
- 2. In Section 6, item 6.1.b., NCIP Certification (*whether Certificate of Precondition or Certificate on Non-Overlap*) is a requirement for the renewal of the CBFMA. It is recommended to include a clause under this section (e.g. Section 6.3) for the issuance of a Provisional Agreement considering the long period of time before NCIP clearance is obtained/secured.
  - 3. On the layout of the draft DMC, specifically in Section 6.1, insert a space between Item 6.1.c and 6.1.d.

  
**LORMELYN E. CLAUDIO, CESO IV**  




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