



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: fmb@denr.gov.ph Website: <https://www.forestry.denr.gov.ph>

NOV 11 2021

FMB Memorandum Circular

No. 2021 - 01

SUBJECT : REVISED POLICY DEVELOPMENT PROCESS IN THE FOREST MANAGEMENT BUREAU

Pursuant to Executive Order No. 192, Series of 1987 (Providing for the Reorganization of the Department of Environment, Energy and Natural Resources, Renaming it as the Department of Environment and Natural Resources, and for Other Purposes), and DENR Administrative Order No. 15, Series of 2021 (Enhanced DENR Policy Development System), the following guidelines are hereby adopted to update the policy development process in the Forest Management Bureau (FMB) and standardize the endorsement and presentation process of the Policy Review Committee (PRC):

SECTION 1. Basic Policy. The FMB is mandated to recommend policies and programs towards the achievement of sustainable forest management, based on science and principles of good forest governance.

SECTION 2. Objectives. This Circular aims to update the policy development process in the Bureau and standardize the processes involved in the submission of policies emanating from the technical divisions and special projects for the deliberation and endorsement of the Policy Review Committee to the FMB Director and DENR Central Office.

SECTION 3. Definition of Terms. As used in this Circular, the following terms shall be defined as follows:

- a. DENR Administrative Order (DAO) – refers to basic Environment and Natural Resources (ENR) management policies relative to legal mandates. It also provides the basic DENR organization, responsibilities, authorities, and guidelines on the execution of mandates called for by law or Presidential mandates. DENR Administrative Orders are published in a newspaper of general circulation and a copy thereof are provided to and acknowledge by the Office of the National Administrative Register (ONAR).
- b. DENR Memorandum Circular (DMC) – contains instructions on the current implementation of projects, clarifications and amplifications of current policies and prescription of operating systems, procedures, and DENR internal procedures.
- c. DENR Memorandum Order (DMO) – provides the establishment and operationalization of ENR programs, projects and activities. It also provides the guidelines on the furtherance of DENR units operations and execution of functions and prescription of operating systems, procedures and DENR internal procedures.
- d. FMB Memorandum Circular (FMB MC) – contains instructions from the FMB Director to guide the FMB personnel on matters concerning the functions, operations and internal procedures of the Bureau.
- e. Technical Bulletin (TB) – provides procedural guidelines and/or clarifications to support the implementation of forestry-related activities, projects and programs of the Department consistent with existing laws, rules and regulations.

SECTION 4. FMB Policy Functions and Structure. The Policy Review Committee (PRC) shall continue to provide guidance in the formulation, analysis, and evaluation of policies, as well

as initiate policy proposals and reforms. It shall primarily be responsible in the final review, evaluation and endorsement of policy proposals for consideration and approval of the Director or the DENR Secretary. It shall be chaired by the Assistant Director and composed of all Division Chiefs and legal officer. The Forest Policy Section of the Forest Policy, Planning and Knowledge Management Division shall serve as Secretariat of the PRC.

SECTION 5. Policy Formulation. All Technical Divisions shall continue to initiate formulation and development of new or revised policies, including stakeholder's consultation, and review of policy proposals from field offices, and other national government agencies and relevant sources. The Technical Divisions may invite representatives from other concerned divisions and agencies for the formulation of policy proposals.

SECTION 6. Endorsement of Policies to the PRC. The proponent Division Chief shall ensure that the endorsed policy is in its final draft and eligible for PRC approval. The Internal Memorandum (see Annex 1) shall be addressed to the PRC Chair and signed by the Division Chief.

The Internal Memorandum shall have the following outline:

- Background – provides background information necessary to understand the context of the proposed policy.
- Salient Features of the Proposed Policy – provides or enumerates the key points/features or significant components of the policy proposal
- Legal Basis – a statement citing the legal basis/bases for the requested issuance or approval
- Agencies Involved/Coordination – an enumeration of the government agencies and instrumentalities that may be involved in or affected by the implementation of the requested issuance or action
- Implementation and Monitoring Plan/Scope of Implementation
- Recommendation

Attachment/s shall include the final version of the proposed policy, with annexes, and manuals or other supplementary documents, if any.

The proposed policy including its annexes, shall be reviewed and evaluated by the PRC Secretariat prior to PRC deliberation. The Secretariat shall provide comments and inputs on the form and substance of the proposed policy. The PRC Secretariat shall provide a copy of the enhanced draft to the proponent prior to PRC deliberation. In case that substantial inputs by the proponent are deemed necessary, the PRC Secretariat shall return the proposed policy to the proponent for further improvements.

SECTION 7. Deliberation of Policies. The Division Chief shall present the proposed policy during the PRC deliberations. A Section Chief may be allowed to present in the event the Division Chief is not present due to equally important commitment or under valid circumstances and with prior notice and approval from the PRC Chair; under no circumstance shall a technical staff be allowed to present. The concerned Section Chief may be allowed to join the deliberations to take note of the comments and inputs of the PRC members.

The presentation (see Annex 2) shall be prepared by the proponent division and submit the same to the PRC Secretariat at least three (3) days before the scheduled PRC Meeting. Failure to submit the presentation ahead of the deadline shall automatically remove it from the meeting agenda. The presentation shall have the following outline:

- Title Page – contains the full policy title
- Rationale – contains a one or two-paragraph rationale on the importance and objectives of the proposed policy. Maximum of one (1) paragraph per slide; use additional slides, accordingly.
- Timeline of Activities Conducted – contains the dates of the meetings, stakeholders' consultation meetings, and previous PRC deliberations (if applicable).

- Policy Outline – contains the section titles for the PRC members’ overview of the policy. Do not include any text/short briefer as the draft policy document will be read in full after the presentation.
- Annexes/Attachment – contains the full title of the policy’s annexes, appendices, manual and other supplementary documents (if applicable). The Annexes and Manual shall also be included in the deliberations.

The presentation shall use the font style *Times New Roman* and the size should not be less than 48 for section headers and 36 for body text. Relevant pictures and/or animated graphics may be used. Slide transitions and text animations are highly discouraged.

SECTION 8. Policy Final Review and Evaluation. The PRC Secretariat shall prepare the PRC Minutes of Meeting detailing the suggestions, recommendations, and agreements during the PRC deliberations. The PRC Secretariat shall then revise the draft policy based on the comments and suggestions of the PRC Members. The revised draft policy shall be forwarded to the proponent for concurrence or amendment, if any, prior to the preparation of the endorsement memorandum.

SECTION 9. Endorsement of Policies Approved by the PRC. The PRC Secretariat in coordination with the proponent division, shall prepare the Endorsement Memorandum and comparison matrix, if applicable, and finalize the proposed policies approved for endorsement to the Undersecretary for Policy, Planning and International Affairs (in case of DAO, DMC and DMO) or the Director’s signature (in case of FMB MCs and TBs).

The Endorsement Memorandum shall only be signed by the proponent division and PRC Chair. All PRC members should therefore be present in every PRC meeting.

The proponent division in coordination with the PRC Secretariat shall finalize the presentation for the Policy Technical Working Group (PTWG) deliberations which shall have the same outline and font style as the PRC Presentation template (Annex 3).

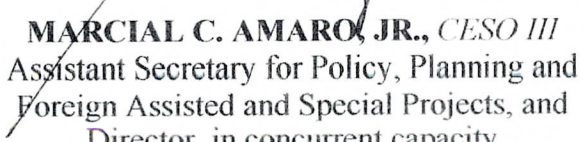
SECTION 10. Publication. The PRC Secretariat shall inform the PRC Members regarding the newly approved policies and shall facilitate the publication of newly approved policies (i.e. DENR Administrative Orders) in a newspaper of general circulation. The PRC Secretariat shall also provide a copy of the published policy to the DENR Records Management Division (RMD) for the submission thereof to the Office of the National Administrative Register (ONAR). All newly published policies shall be uploaded to FMB Website for information and reference of all concerned.

SECTION 11. Policy Implementation. The technical divisions shall ensure that the approved policies are duly implemented through monitoring and evaluation activities as indicated in their work and financial plan.

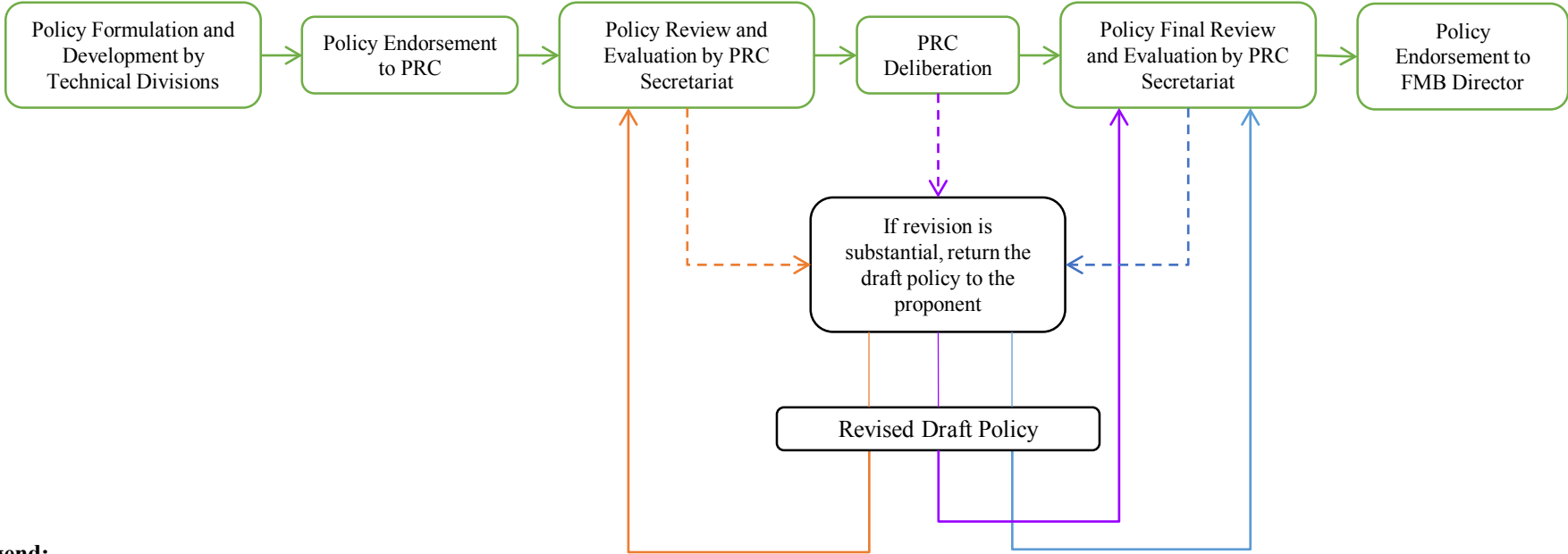
SECTION 12. Separability Clause. If any clause, sentence or provision of this Circular shall be held invalid or unconstitutional, the remaining parts shall remain valid and enforceable.

SECTION 13. Repealing Clause. All provisions of FMB Memorandum Circular No. 2018-02 and other issuances inconsistent herewith are hereby repealed accordingly.

SECTION 14. Effectivity. This Circular shall take effect immediately.


MARCIAL C. AMARO, JR., CESO III
 Assistant Secretary for Policy, Planning and
 Foreign Assisted and Special Projects, and
 Director, in concurrent capacity

Revised Policy Development Process in the Forest Management Bureau



- Legend:**
- Linear Process
 - If revision is substantial before PRC Deliberation
 - If revision is substantial after PRC Deliberation
 - If revision is substantial after final review and evaluation

**FORES MANAGEMENT BUREAU
INTERNAL MEMORANDUM**

FOR : The Chair, Policy Review Committee

ATT'N : The PRC Secretariat

FROM : The Chief, [proponent division]

SUBJECT : PROPOSED DRAFT [POLICY TYPE] ENTITLED, “[FULL POLICY TITLE]”

ATTACHED : 1. Draft [policy type] entiled, “[full policy title]”
DOCUMENTS : 2. Draft [title of manual or other document, if any]

DATE :

Submitted herewith is draft [policy type] entiled, “[full policy title]”

[one-paragraph introduction].

[completed staff work].

The draft policy was approved for PRC Endorsement during the Policy Formulation Group meeting held last [date of PFG meeting].

For your consideration and scheduling of PRC deliberation.

[NAME OF DIVISION CHIEF]



Draft [policy type]
[policy full title]

Policy Review Committee Meeting No. 2021-__ | [date]

Rationale

[body text]



Timeline of Activities Conducted

Date	Activity

Policy Outline

Preamble

Section 1. _____

Section 2. _____



Annexes/Attachment

[list of Annexes, if any]

[name of manual or document, if any]



THANK YOU!



**FOREST
MANAGEMENT
BUREAU**
Harmonizing forestry science for sustainable development

PRC Secretariat Reminders

- Use the following font style:
 - Font Type: Times New Roman
 - Font Color: Black
 - Font Size: 48 (Header) and 36 (Body Text)
- Maximum of one paragraph per slide in the rationale.
- Submit the final presentation at least **three (3) days before** the scheduled PRC Meeting.



Draft [policy type]
[policy full title]

Policy Technical Working Group Meeting No. 2021-__ | [date]

Rationale

[body text]



Timeline of Activities Conducted

Date	Activity

Policy Outline

Preamble

Section 1. _____

Section 2. _____



Annexes/Attachment

[list of Annexes, if any]

[name of manual or document, if any]



THANK YOU!



**FOREST
MANAGEMENT
BUREAU**
Harvesting forestry science for sustainable development

PRC Secretariat Reminders

- Use the following font style:
 - Font Type: Times New Roman
 - Font Color: Black
 - Font Size: 48 (Header) and 36 (Body Text)
- Maximum of one paragraph per slide in the rationale.
- Submit the final presentation at least **three (3) days before** the scheduled PTWG Meeting.