



JUL 30 2007

MEMORANDUM FROM THE SECRETARY

TO : ALL REGIONAL EXECUTIVE DIRECTORS
THE DIRECTOR, FOREST MANAGEMENT BUREAU

SUBJECT : **DEFINING THE PARAMETERS IN THE DELEGATION OF AUTHORITIES TO THE FIELD OFFICES IN THE PROCESSING AND ISSUANCE OF COMMUNITY-BASED FOREST MANAGEMENT (CBFM) AGREEMENTS AND RESOURCE UTILIZATION PERMITS**

DATE :

In pursuance to Department Administrative Order No 2004-29 governing the implementation of Community-Based Forest Management (CBFM) Program, the following guidelines are hereby issued to define the parameters that will govern the re-delegation of authorities to the field offices in the processing and issuance of CBFM agreements and resource utilization permits.

The regions shall submit the result of their evaluation of the capability indices (per CENRO) to the Forest Management Bureau (FMB) together with a comprehensive Completed Staff Work (CSW) and documents/ information corresponding to the aforementioned indicators. The said information and documents shall then be evaluated by FMB for consideration and approval of the DENR Secretary. The authorities to be given to the REDs, PENROs, and CENROs shall be based on the level of competence on a per CENRO and PENRO basis.

CAPABILITY INDEX	LEVEL OF AUTHORITY
LOW	Status quo i.e. PENRO and CENRO can process and may only recommend approval by the Regional Office concerned or by the Office of the Secretary.
MEDIUM	Authority shall be issued per CENRO and PENRO jurisdiction basis, with a condition that the subject competency will be met within six (6) months to one (1) year, depending on the indicator.
HIGH	Full authorities delegated

The re-delegation of authorities of the Regional Executive Directors (REDs) and Provincial/Community Environment and Natural Resources Officer (P/CENROs) to approve and issue CBFM Agreements, resource utilization permits covering certain CBFM area, Memorandum of Agreement (MOA) covering co-management arrangements with the Local Government Units (LGUs) and other CBFM-related instruments/permits shall be on a PENRO by PENRO, and CENRO by CENRO, subject to the following conditions:

Approval and issuance of CBFM Agreements and Co-Management Agreements with LGUs

A. Complete mapping and data updating of existing and potential CBFM project sites

Indicators	Capability Index		
	Low	Medium	High
<ul style="list-style-type: none"> Availability of maps indicating the polygons of CBFM projects in GIS format 	Incomplete maps and data of existing and potential CBFM projects	With complete maps and data of existing and potential CBFM projects but not yet converted into GIS format	With complete compilation of maps and data of existing and potential CBFM projects in GIS format
<ul style="list-style-type: none"> Completeness of resource inventory information of CBFM sites for livelihood and enterprise development 	The major resources are identified but not yet quantified and mapped	Resource inventories started and on-going but not yet completed	Completed the resource inventory, already mapped and quantified

B. Capability to provide technical assistance to existing CBFM projects, and to conduct regular monitoring

Indicators	Capability Index		
	Low	Medium	High
<ul style="list-style-type: none"> Presence of support group and identified focal person at the PENRO and CENRO coordinating closely with counterpart to conduct project monitoring, provide technical assistance and extension services 	absence of CBFM support group and/or CBFM an added function only of a unit	with potential core of CBFM support personnel and/or an Adhoc-body/unit created to handle CBFM concerns at CENRO and PENRO	with organized and functional CBFM support group at the CENRO and PENRO

C. Forest land use planning being undertaken actively with counterpart LGUs and/or the management of forest lands being actively pursued as part of CLUP process

Indicators	Capability Index		
	Low	Medium	High
<ul style="list-style-type: none"> MOA between DENR and LGU concerned on the conduct of joint 	Absence of DENR-LGU MOA and team for the	In the process of DENR-LGU MOA preparation and organizing the DENR-	With existing DENR-LGU MOA and organized

Forest Land Use Planning (FLUPs) or incorporation of forest resources management in the LGU's CLUP	conduct of FLUP or CLUP	LGU team	team for the preparation of FLUP or CLUP
<ul style="list-style-type: none"> Presence of DENR and LGU team that will actively conduct FLUP or CLUP 	Initiated meetings with LGUs on FLUP or CLUP preparation but no MOA signed yet	MOA has been signed by DENR and LGU	FLUP preparation undertaken jointly by LGU and DENR

D. Capability to work closely with the LGUs in the implementation of CBFM projects and activities

Indicators	Capability Index		
	Low	Medium	High
<ul style="list-style-type: none"> Functional Technical Working Groups (TWGs) as required under DENR-DILG-LGU JMC 2003-01 	Absence of DENR-LGU TWG	In the process of organizing/formalizing DENR-LGU TWG	With organized and functional DENR-LGU TWG whose composition is authorized under Special Orders issued by DENR and LGU
<ul style="list-style-type: none"> Issuance/order from DENR and LGU (at the local level) on the composition and functions of the TWG 		CBFM activities included in the work plan of both LGU and DENR	Joint implementation of CBFM activities

Approval and Issuance of Harvesting Permits within Natural and Plantation Forests

A. Capability in determining the consistency and compliance of forest products utilization with the Department's existing policies and technical standards

Indicators	Capability Index		
	Low	Medium	High
<ul style="list-style-type: none"> Affirmed Community Resource 	Absence of affirmed CRMF, 5-year WP and	In the process of preparing CRMF, 5-year WP and	With affirmed CRMF, 5-year WP and

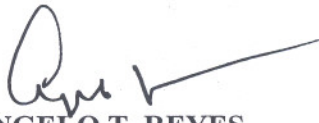
Management Framework (CRMF) and 5-year Work Plan <ul style="list-style-type: none"> Project/investment plans of POs Presence of technical review committees 	project/investment plans	project/investment plans CRMF is affirmed but 5YWP/project investment plans under process	project/investment plans
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B. Capability in monitoring assessment and providing technical assistance to the POs activities such as but not limited to income generating projects and farm development.

Indicators	Capability Index		
	Low	Medium	High
<ul style="list-style-type: none"> Core of dedicated and competent staff capable of providing technical assistance and extension services to POs Regular submission of reports (e.g. M&E, Technical Assistance Capacity Building) 	Absence of team capable of providing technical assistance and extension services to PO	In the process of organizing/formalizing the team that will provide the technical assistance and extension services to POs with M&E team and M&E guidelines	With organized and functional team capable of providing technical assistance services to the Peoples Organization M&E team regularly conducting and submitting M&E in the CBFM projects

The REDs, PENROs and CENROs must be able to manifest proofs and evidences to show that they are ready and capable in ensuring the sanctity of the processes involved in the approval and issuance of CBFM-related instruments and permits and in providing technical assistance and extension to the CBFM POs based on the attached form.

FOR STRICT COMPLIANCE.


ANGELO T. REYES
Secretary



INSTITUTIONAL CAPABILITY ASSESSMENT FORM

CENRO/PENRO Jurisdiction	Capability Index	Proof of Indicators (documents, certifications, GIS files, sworn statements, etc)