



Republic of the Philippines
Department of Environment and Natural Resources
OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR
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May 31, 2023

MEMORANDUM

TO : The ARD for Technical Services
All PENR and CENR Officers
DENR Region VI-Western Visayas

ATTENTION : All PET-CBFM Members
All CBFM Coordinators

FROM : The Regional Executive Director

SUBJECT : **ADVISORY ON THE CONDUCT OF PARTICIPATORY
PERFORMANCE EVALUATION OF EXPIRING/ EXPIRED
COMMUNITY BASED-FOREST MANAGEMENT AGREEMENT**

In reference to Forest Management Bureau Technical Bulletin (FMB TB) No. 36 and the relevant guidelines thereof and to facilitate the conduct of participatory Community-Based Forest Management Agreement (CBFMA) Holder performance evaluation in the region, this advisory is hereby issued for guidance of all concerned officials/employees:

I. GENDER AND DEVELOPMENT (GAD) MAINSTREAMING

The participatory CBFMA holder performance evaluation is one (1) of the GAD mainstreamed activities of DENR Region 6. As such, the roles and needs of women and men shall be properly analyzed and any gender inequalities are addressed in all aspect of CBFM activities from planning, implementation up to monitoring and evaluation. To do this, the following activities shall be incorporated during the performance evaluation:

- A. Ensure that women and men are able to participate in the evaluation process;
- B. Collect and analyze sex disaggregated data and qualitative information to understand the roles and needs of women and men and assess gender impacts in the management of CBFM Areas;
- C. Monitor access, participation, and benefits among women and men and incorporate remedial action that addresses gender inequalities in CBFM implementation; and

- D. Identify good practices and lessons learned on CBFM implementation that promote gender equality and/or women empowerment

II. BUDGETARY REQUIREMENTS AND PREPARATION OF SUPPLIES

All expenses to be incurred in the conduct of performance evaluation shall be charged to the PPA: 310100100001000-Natural Resources Management Arrangement/Agreement and Permit Issuance particularly on the Performance Evaluation of Tenure under A.1. Forest and Forest Resource Use. The breakdown of allotment per Office are as follows:

| Office | Percentage | Coverage |
|-----------------|-------------------|--|
| Regional Office | 30% | Travelling Expenses of PET-CBFM members in the Regional Office (CDD, ED, LPDD, and SMD) |
| PENRO | 30% | Travelling Expenses of PET-CBFM members in the PENRO including CBFM Coordinators. It may also be used to supplement the deficient budget in the CENRO |
| CENRO | 40% | Travelling Expenses of PET-CBFM members in the CENRO including CBFM Coordinators. Portion of the budget shall also be used for the food of attendees and procurement of supplies and materials needed. |
| Total | 100% | |

The PENRO and CENRO PET-CBFM and the CBFM Coordinators shall prepare useful materials during the actual field evaluation such as kraft paper, pentel pens, masking tapes, and metacards depending on the FGD Options that the PET-CBFM will use, as well as laptops and projector when needed during FGD and/or exit conference.

III. METHODOLOGIES AND ACTIVITIES TO BE CONDUCTED

The Performance Evaluation Team for CBFM (PET-CBFM) shall use the manual evaluation and employ methodologies such as Focus Group Discussions (FGD), Key Informant Interview (KII), Field Observation, and other appropriate evaluation system and methodology.

All PET-CBFM shall familiarize with the CBFM-PO. They shall secure copy of the PO Profile, the maps, the CBFMA, and the Community Resource Management Framework (CRMF) among others. The PO obligations indicated in the CBFMA shall be matched to the CBFMA Holder Performance Evaluation Tool. The evaluation process should be independent and impartial and free from any

pressures or influence. The roles and responsibilities of the PET-CBFM members and CBFM coordinators are indicated in the following activities to be conducted.

A. Courtesy Call

A courtesy call to the concerned PENR/CENR Officer, local officials and tribal leaders, if applicable, shall be made prior to the performance evaluation. This can be done by the PET-CBFM in the PENR/CENR Offices in advance prior to the actual validation.

B. Brief Orientation with the CBFM-POs

| Activity/ Remarks | Role/s Required | Responsible Office/Person |
|---|------------------------|---|
| <ul style="list-style-type: none"> • Coordinate and advise the CBFM-PO about the performance evaluation: • Ensure that the individuals with vital role in the PO are present in the area during evaluation • Arrange the following: <ul style="list-style-type: none"> - Final schedule of the on-site evaluation - Criteria in selecting FGD Participants - Venue for the FGD - Food for the attendees - PET CBFM Accommodation in the area, if needed • Ready/provide to the PET-CBFM all CBFM PO Records | Coordinator | CBFM Coordinator/ Extension Officer in the Conservation and Development Division/Section in the Regional Office, PENRO and CENRO |
| <ul style="list-style-type: none"> • Brief the CBFM-PO on the following: <ul style="list-style-type: none"> - Purpose of the evaluation - Team members - Methodologies; and - Validation and Exit Conference | Facilitator | PENRO/ CENRO PET-CBFM Member/s |

C. Review of Records

| Activity/ Remarks | Role/s Required | Responsible Office/Person |
|--|-------------------|--|
| Review all records of the CBFM-PO in the CENRO, PENRO, DENR Regional Office, and those with the PO. Examine the integrity of those documents (financial, legal, technical, etc.) | Document Reviewer | One (1) Technical Staff from the Licenses, Patents and Deeds Division, DENR Regional Office PET CBFM |

D. Key Informant Interview

| Activity/ Remarks | Role/s Required | Responsible Office/Person |
|--|-----------------|--|
| Gather data from the CENRO, PENRO and DENR Regional Office Coordinator and other stakeholders (LGUs or NGOs present) through Key-Informant Interview or questionnaire distribution | KII Interviewer | Either of the PENRO/CENRO Chief Monitoring and Enforcement Section, Regulatory Permitting Section or Conservation and Development Section PET-CBFM |

E. Conduct of FGD Sessions

The FGD shall be participated by 10-15 people composed of PO Officers (previous and present), young adults and senior citizen, men, women and LGBTQs, and from various sections or sitios of the CBFMA Area. The venue must be central to the majority of the participants and with some privacy to ensure confidentiality of information. The facilitator may use different types of FGDs:

1. Collective/ Mass- Multiple representation, one-time scheduling
2. By Cluster- Smaller discussion groups per sitio or per sector like the youth, the aged or the officers and members
3. By Topic-Selected experts or have direct experience in the focal topic (PO finances, projects, development and other activities)

The PET-CBFM may refer to the FGD Options attached herewith. All final information should be obtained in consensus with all participating members before a rating/score is assigned.

| Activity/ Remarks | Role/s Required | Responsible Office/Person |
|--|-----------------|---|
| • Encourage the people to talk, share information and join a healthy and informative | Facilitator | One (1) Technical Staff from Enforcement Division, Regional |

| | | |
|---|---------------------|--|
| <p>discourse with other participants</p> <ul style="list-style-type: none"> • Lead the discussion • Talk less than the participants • Manages discussions maneuvering attention back to the topic, if necessary • Probes in order to get more details answers or stories • Summarizes and makes conclusions | | Office PET CBFM (Team Leader) |
| <ul style="list-style-type: none"> • Assists the main facilitator in managing a systematic flow of discussion • Serves as board documenter of key points and details raised during the FGD | Co-Facilitator | One (1) Technical Staff of the PENRO/ CENRO Monitoring and Enforcement Section, the Regulatory and Permitting Section, and Conservation and Development Section PET CBFM |
| <ul style="list-style-type: none"> • Document the discussions during FGD and fill eligibly in the questionnaire/CBFM Monitoring Tool; • Take geo-tagged photographs or videos during the FGD | Documenter/ Encoder | At least one (1) Technical Staff from the PENRO/CENRO PET CBFM |
| <ul style="list-style-type: none"> • Share stories and information about the PO and its performance of obligations stipulated in the CBFMA. • Requirements: <ul style="list-style-type: none"> - Knows very well the PO beginnings and evolution to present - Actively taking part in the PO activities - Can express ideas in a group - Can spare time in full for the FGD Activity | FGD Participants | Selected CBFM-PO Members chosen by the PO with the help of the assigned DENR Technical Staff |

F. Field Observation

| Activity/ Remarks | Role/s Required | Responsible Office/Person |
|---|--------------------|---|
| <ul style="list-style-type: none"> • Spearhead the field observation. It can be done simultaneously with the FGD Session; • Observation and evaluation of the production and protection forests shall be conducted composing not less than 5% of the total production and protection areas to be selected through simple or systematic random sampling • Secure copy of the maps (shapefiles and GIS-generated hardcopy) to have an idea/familiarize the area • Prepare all logistics needed during field observation such as laptop, GPS Device, measuring devices/tools, etc. | Surveyor | One (1) Technical Staff from the Surveys and Mapping Division, DENR 6 PET-CBFM. |
| <ul style="list-style-type: none"> • Assists the main surveyor | Assistant Surveyor | PENRO/ CENRO Survey Party |
| <ul style="list-style-type: none"> • Document the observation and fill eligibly in the questionnaire/CBFM Monitoring Tool; • Take geo-tagged photographs, videos or drone documentation during the field observation. | Documenter | At least one (1) PENRO/ CENRO PET CBFM member/s |
| <ul style="list-style-type: none"> • Lead the survey team in the area • Requirements: <ul style="list-style-type: none"> - not involved in the FGD session - Familiar with the CBFM Area (trails, boundary/ perimeter, projects/ development implemented, protection and production forest, etc.) | Guide | CBFM PO members |

G. Scoring and Analysis Session

The PET-CBFM shall score and analyze the results of KII/FGDs with the CBFM Coordinators, the PO and other stakeholders including the field observation and document review using the CBFMA Holder Performance Evaluation Tool, the Summary of Ratings, and Comments Regarding the Partnership of DENR. Refer the overall results to the CBFMA Performance Rubric.

H. Exit Conference

The PET-CBFM shall present their analysis on the results of the performance evaluation to the CBFM-PO representatives or general assembly together with the concerned PENRO and CENRO.

IV. PREPARATION AND SUBMISSION OF PET-CBFM REPORT AND REVIEW BY THE EXECUTIVE COMMITTEE

The PET-CBFM shall prepare and finalize the Performance Evaluation Report together with the following attachments:

1. Accomplished Participatory CBFMA Holder Performance Evaluation Tool;
2. Regional Special Order creating the PET-CBFM;
3. Copy of the CBFMA;
4. Map of the CBFMA Area;
5. Photo-documentation; and
6. Other pertinent attachments from DENR Offices and CBFM-POs

To fast tract the preparation of the Performance Evaluation Report, the concerned PET-CBFMA shall convene within 10 working days after the conduct of the performance evaluation. All PET-CBFM Final Reports which include the categorical recommendation (renewal, re-evaluation or non-renewal) shall be submitted to the Executive Committee not later than October 31, 2023. The Executive Committee shall review within 10 working days upon receipt of the final report and endorse the same to the undersigned for final decision and action. The endorsement shall contain the categorical recommendation on the renewal, re-evaluation or non-renewal of the CBFMA.

Below is the 2023 physical target on the performance evaluation of CBFM-POs per PENRO/CENRO.

| Province/ Office | Physical Target | | | | Total |
|------------------|-----------------|----|----|----|-------|
| | Q1 | Q2 | Q3 | Q4 | |
| Aklan | 1 | 1 | 2 | 1 | 5 |
| Antique | | 4 | 4 | 4 | 12 |
| - CENRO Belison | | 2 | 2 | 2 | 6 |
| - CENRO Mambusao | | 2 | 2 | 2 | 6 |

| Province/ Office | Physical Target | | | | Total |
|-------------------------|-----------------|-----------|-----------|----------|-----------|
| | Q1 | Q2 | Q3 | Q4 | |
| Capiz | 1 | 1 | 1 | 1 | 4 |
| - PENRO Capiz | 1 | | | | 1 |
| - CENRO Mambusao | | 1 | 1 | 1 | 3 |
| Guimaras | 1 | 2 | 2 | | 5 |
| Iloilo | | 1 | | | 1 |
| - CENRO Sara | | 1 | | | 1 |
| Negros Occidental | 2 | 2 | 2 | 2 | 8 |
| - CENRO Bago City | 1 | 1 | 1 | | 3 |
| - CENRO Cadiz City | 1 | 1 | | | 2 |
| - CENRO Kabankalan City | | | 1 | 2 | 3 |
| Total | 5 | 11 | 11 | 8 | 35 |

The list of the 35 CBFM-POs with expiring/expired CBFMAs is attached herewith. Be informed that the performance evaluation of the CBFM-POs in the Province of Antique on the second quarter is scheduled this June 5-9, 2023 while the targets of other provinces on the first and second quarters are set on June 13-17, 2023. Attached is the assignment of the PET-CBFM Members in the Regional Office for your reference.

For the remaining targets on the third and fourth quarter, kindly submit the list of CBFM-POs, the specific date of the performance evaluation, and names of the assigned PENRO and CENRO PET-CBFM not later than June 9, 2023.

For information, guidance and compliance.

LIVINO B. DURAN, CESE