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**BMB MEMORANDUM CIRCULAR**

Series 2020 - 02

**SUBJECT: Guide in the Monitoring and Validation of Accomplishments of Priority Programs on Biodiversity**

Pursuant to DENR Administrative Order 2014-01, Adopting the New DENR Organizational Structure Pursuant to E.O. 366 and the Rationalization Plan Duly Approved by the DBM, and the BMB Memorandum Circular No. 2017-03, Adoption of the BMB Functional and Organizational Structure on Technical Concerns, this guide in the monitoring and validation of priority programs and activities of the Biodiversity Sector is hereby issued and adopted.

**Section 1: Objectives**

The general objective of this Circular is to guide BMB in the monitoring and validation of priority programs and activities of the Biodiversity (BD) Sector. Specifically, it aims to:

- a) Assess and validate the status and delivery of major BD sector programs, activities and projects (PAPs) as identified in the annual Regional WFPs;
- b) Identify gaps and opportunities in the implementation of BD sector PAPs;
- c) Recommend appropriate policies and/ or other measures for the improvement and accomplishment of BD sector PAPs.

**Section 2: Scope and Coverage** – The Monitoring and Validation shall cover the milestone and reported accomplishments of the BD Sector based on the annual targets and deliverables per Region. It will focus on priority programs of the Sector namely: a) Protected Area Development and Management; b) Protection and Conservation of Wildlife; and c) Management of Coastal and Marine Resources/Areas.

**Section 3. Creation and Mobilization of BMB Monitoring and Validation Team.** A Special Order for the creation and mobilization of BMB Monitoring and Validation Team to be composed of representatives from all Divisions of BMB shall be prepared. The team shall be responsible in accomplishing the objectives of this Circular. Specific tasks and responsibilities of the Team shall further be defined in the Special Order.



#### **Section 4: Methodology**

The methods to be used in the validation of accomplishments are as follows:

- a) Document Review – this includes review of the approved work and financial plan, accomplishment reports, statistical reports, inventory reports, monitoring reports, and other pertinent documents.
- b) Field/Site Inspection – Based on the annual WFP of the Region, key sites where major BD PAPs are implemented or located can be visited and inspected. Ideally, sites should contain the major ecosystems (caves, wetlands, coastal & marine, terrestrial). Infrastructure development, ecotourism facilities and structures including Wildlife farms and rescue centers under the species conservation program may also be inspected.

The Team will inspect infrastructures, existing ecotourism facilities and structures, administrative signages, among others).

- c) FGD and Interviews – As necessary, key officials/staff should be interviewed on the status or progress of biodiversity-related program implementation. As appropriate, they will be requested to vet or validate the findings based on the indicators and MOVs from the approved WFPs as well as the recommendations and identified gaps in the implementation of programs and activities. This can be done during the exit conference to be held at the end of the monitoring and validation period. Personnel from non-DENR offices such as in LGUs and CSOs may also be interviewed to secure additional information on the DENR's accomplishments especially the issues/gaps and other observations arising from on-site inspection.

#### **Section 5: Monitoring and Validation Team Responsibilities**

The Team shall have the following responsibilities:

1. Coordinate with the Central Office and Field Offices concerned on the conduct of the monitoring and validation activities;
2. Review the approved Regional Work and Financial Plan, submitted Regional Accomplishment Reports and other related documents prior to the actual conduct of field validation;
3. Monitor and validate key accomplishments and milestones of the field offices in line with the priority programs of the BD Sector;
4. Observe the compliance of Field Offices in terms of their submission of reports with respect to the following:
  - a. Transmittal process from CENRO to PENRO, then to Regional Offices and to Central Office or BMB.
  - b. Timeliness of processing the reports
  - c. Completeness of the reports




5. Conduct actual field visit in selected site/s to validate the progress of major BD PAPs;
6. Hold entry and exit conferences to discuss the purpose of the visit, and report the key findings of the field activities, as well;
7. Prepare and submit M&V report to the Director thru the Chief, BPKMD which should include, among others, key findings and recommendations on the major issues and concerns in the field visit;
8. Perform other functions and activities as maybe assigned by the Director and the Supervisors.

**Section 6: Monitoring and Validation Report** – The BMB M&V Team shall submit a report within fifteen (15) days after the conduct of the M & V activity to the BMB Director thru the Chief, BPKMD which should include, among others, key findings and recommendations on the major issues and concerns encountered in the course of the validation. The Team shall consolidate and facilitate the submission of the report. Template for the M&V Report is attached as Annex A of this Order.

**Section 7: Funding** - All expenses to be incurred in line with the implementation of this Circular shall be charged against funds of the respective Division subject to the existing accounting and auditing rules and regulations.

**Section 8: Repealing Clause** – All other orders, circulars, memoranda and other issuances, or parts thereof, inconsistent with the provisions of this Circular are hereby repealed, amended or modified accordingly.

**Section 9: Effectivity** - This Memorandum Circular shall take effect immediately.

  
**RICARDO L. CALDERON, CESO III**  
OIC Assistant Secretary for Climate Change  
and Director, in concurrent capacity





## ANNEX 1. Monitoring and Validation Report Template

### I. Introduction

#### A. Objective/s

B. **Scope and coverage** – this covers the major programs and activities to be monitored and validated, including the period to be covered during the validation.

### II. Methodology

A. **Document Review** – (what documents will be reviewed: accomplishment reports and statistical reports, issuances of permits, revenues, monitoring reports, financial reports, shapefiles, IEC materials, PAMB resolutions and minutes of meetings, BMS reports, SEAMS reports, receipts, etc.)

B. **Site Inspection** – (what sites will be visited: WRCs, ecotourism/ PA facilities, infrastructures, MOA & SAPA location, etc.)

C. **Key Informant Interview** – (who will be interviewed: relevant information and observations from conversations with the concerned personnel)

### III. VALIDATION FINDINGS – (per Region)

A. **Compliance** – (transmittal process of CENRO, PENRO and the Regional Office; timeliness of processing of reports, completeness of submitted reports, etc.)

#### B. Validation of Accomplishments

#### 1. PROTECTED AREAS AND OTHER ECOSYSTEMS MANAGEMENT AND DEVELOPMENT

##### a. Protected Areas (Terrestrial)

MEANS OF VERIFICATION (MOV)/ OUTPUT INDICATOR	PERIOD	STATUS	GAP	OPPORTUNITY
Accomplishment reports (physical & financial)				
Statistical reports				
SEAMS/ SRPAO Report				
BAMS				
BMS				
PAMB meetings				
PAMB resolutions				
PA Management Plan				
Ecotourism Facilities				
SAPA/ MOA				
Markers/ Signages (Delineation/ Demarcation)				
CEPA/ KM products				
Management Effectiveness Assessment				
Habitat Protection Monitoring Report				
PACBRMA				
Monitoring reports				
PASA Report				



b. **Caves**- Classified caves – Assessment report, management plans, maps

MEANS OF VERIFICATION (MOV)/ OUTPUT INDICATOR	PERIOD	STATUS	GAP	OPPORTUNITY
Accomplishment reports (physical & financial)				
Statistical reports				
BAMS				
BMS				
Maps (shapefiles)				
Management Plan/s				
Monitoring Report/s				
CEPA/ KM products				

c. **Wetlands** - Assessment report, management plans, maps

MEANS OF VERIFICATION (MOV)/ OUTPUT INDICATOR	PERIOD	STATUS	GAP	OPPORTUNITY
Accomplishment reports (physical & financial)				
Statistical reports				
BAMS				
BMS				
Maps (shapefiles)				
Management Plan/s				
Monitoring Report/s				
CEPA/ KM products				

2. **Wildlife Resources Conservation Program** – LTP, CWR, GP, WFP  
(check completeness and timeliness, list of species)

MEANS OF VERIFICATION (MOV)/ OUTPUT INDICATOR	PERIOD	STATUS	GAP	OPPORTUNITY
Accomplishment reports (physical & financial)				
Statistical reports				
Threatened Species Conservation Program Status Report (Population & Habitat)				
Asian Waterbird Census Report				
Critical Habitat				
CITES Permits (CWR, WFP, LTP, WSUP, Wildlife Export/ Import/ Re-Export Permit)				
Non-CITES Permits				



Wildlife Rescue Center				
WTMUs				
WEOs				
Critical Habitat				
IPAF				
PARIA				
CEPA/ Social Marketing				
Monitoring reports				

**3. COASTAL AND MARINE ECOSYSTEMS MANAGEMENT PROGRAM**

MEANS OF VERIFICATION (MOV)/ OUTPUT INDICATOR	PERIOD	STATUS	GAP	OPPORTUNITY
Accomplishment reports (physical & financial)				
Statistical reports				
Water Quality Monitoring Report				
MPAs & MPANs				
BDFE Assessed/ Profiled/ Enhanced				
BDFE POs Assisted				
SEAMS/ SRPAO report				
BAMS				
BMS				
PAMB meetings				
PAMB resolutions				
PA Management Plan				
Ecotourism				
SAPA/ MOA				
Markers/ Signages ( Delineation/ Demarcation)				
CEPA/ Social Marketing				
PASA Report				
Monitoring reports				

**4. Other relevant documents:**

- a. Regional PBSAP – status report
- b. PDP priority targets – status report

**IV. Exit conference**

Issues/Concerns/Observations	Recommendations/Agreements

**V. Conclusion**

*Overall findings on the result of monitoring and validation. The critical issues and concerns found on the implementation of BD programs and recommended actions can be stated.*

**VI. Appendix**

*Pictures of sample documents, site inspection, and M&V Team during courtesy call and exit conference together with the Regional Staff; and other relevant attachment.*