

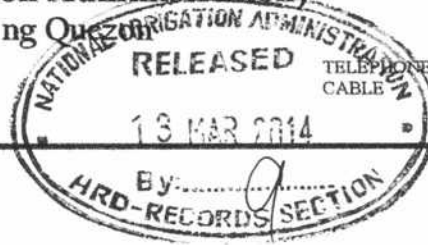


Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(National Irrigation Administration)

Lungsod ng Quezon



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DELOS SANTOS AVENUE
QUEZON CITY



TELEPHONE NOS.: 929-6071 TO 78
CABLE NIAPHIL

MC NO. 10 s. 2014

MEMORANDUM CIRCULAR

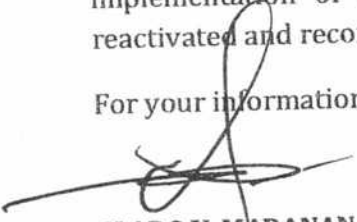
TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,
DEPARTMENT/REGIONAL/OPERATIONS/PROJECT MANAGERS,
DIVISION MANAGERS AND OTHERS CONCERNED

SUBJECT : **FULL IMPLEMENTATION OF THE DA-WIDE PROJECT
CLEARINGHOUSE SYSTEM**

DATE : MARCH 10, 2014

Attached is a Memorandum from the Secretary, Department of Agriculture, dated 25 February 2014 with the above-titled subject enjoining all officials and employees of the Department and attached Agencies and Corporations to cooperate in the full implementation of DA Administrative Order (AO) No. 29, Series of 2012 which reactivated and reconstituted the DA-Wide Project Clearinghouse System.

For your information and guidance.


CLARO V. MARANAN
Administrator

March 13, 2014



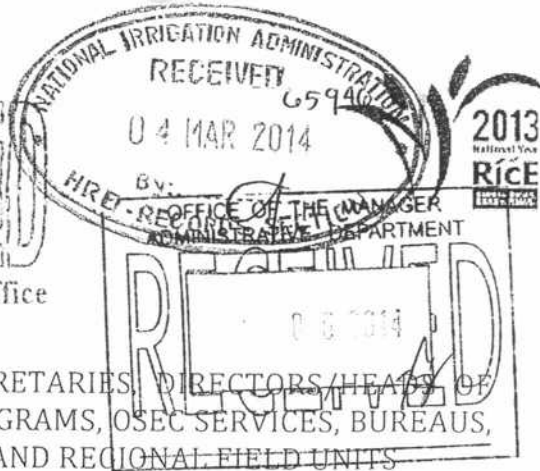
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25 February 2014

Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman, Quezon City 1100, Philippines



Administrative Office



2013 National Rice Awards

MEMORANDUM FROM THE SECRETARY

TO : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS/HEADS OF AGRI-PINOY/DA BANNER AND SPECIAL PROGRAMS, OSEC SERVICES, BUREAUS, ATTACHED AGENCIES AND CORPORATIONS AND REGIONAL FIELD UNITS

SUBJECT : FULL IMPLEMENTATION OF THE DA-WIDE PROJECT CLEARINGHOUSE SYSTEM

All officials and personnel of the Department are hereby enjoined to cooperate in the full implementation of DA Administrative Order (AO) No. 29, Series of 2012, which reactivated and reconstituted the DA-Wide Project Clearinghouse System.

The System was made operational to rationalize the Department's project development and selection process so that our limited resources are optimized and put to best use. Note that it is intended to facilitate and not hold back the processing of our projects for official development assistance (ODA) or local financing. The System shall also ensure that our projects including those which are emergency in nature get implemented in a timely manner.

The recent issuance by the NEDA-Investment Coordination Committee (ICC) of its new guidelines for financing projects (*where projects are processed based on needs/technical merits only without considering financing availability*) has even created an opportunity for us to make full use of the System to facilitate the endorsement of more projects to NEDA. Project financing, unlike before, is now a post-NEDA ICC/Board concern that will be handled by the Department of Finance (DOF). As such, all DA Operating Units (OSEC Services/Units, Bureaus, Attached Agencies, Corporations and Regional Field Units) are directed to submit your priority project proposals to the Project Development Service (PDS) which functions as the DA Project Clearinghouse Technical Secretariat (TECHSEC) for processing under the System.

Attached for your reference is a Two (2)-Page Briefer on the DA-Wide Project Clearinghouse System. Also attached is a Project Concept Note Format that you may fill-up/will serve as your guide in conceptualizing your projects on your priority areas of concern. However, should you already have detailed projects proposals and/or feasibility studies (FS) which only need funding, you may submit these directly to the TECHSEC for evaluation/processing.

For your inquiries, you may call the TECHSEC under PDS OIC-Director Zenaida M. Villegas/ Mr. Alexander Ernesto F. Estoesta (Chief, PIED-PDS) at 920-0928, 920-1407 and/or 928-8762 to 65 local 2229.

For strict compliance.

PROCESO J. ALCALA
Chair, DA Project Clearinghouse Executive Committee (EXECOM)

DEPARTMENT OF AGRICULTURE

In replying pls cite this code
For Signature: S-02-14-0412
Received: 02/28/2014 10:53 AM



Briefer on the
DA-Wide Project Clearinghouse System
DA Administrative Order (AO) No. 29, Series of 2012

I. Background

The **DA-Wide Project Clearinghouse System** was established in the early 1990s when the Department recognized the need to organize its project development activities. It facilitated the identification and evaluation of various project proposals in the agricultural and fisheries sectors. The System also facilitated the subsequent approval and financing of said projects by the National Economic and Development Authority (NEDA) – Investment Coordination Committee (ICC) and the different official development assistance (ODA) or donor agencies, respectively.

In the course of its implementation, various changes have been made to improve the System until it became inactive in the latter part of the 1990s. It was during this time when the Implementing Rules and Regulations (IRR) (DA AO No. 6, Series of 1998) of the Agricultural and Fisheries Modernization Act (AFMA) (Republic Act No. 8435) even recognized the importance, and provided for the full implementation, of the System via Rule 13.10.3 of the IRR. This, however, was not implemented. In the early 2000s, an attempt was made to reactivate the System via Special Order (SO) No. 505, Series of 2001. This was not implemented as well. The System remained inactive until 2012.

In 29 November 2012, **Secretary Proceso J. Alcala** reactivated anew the DA-Wide Project Clearinghouse System by issuing DA AO No. 29, Series of 2012. The AO provides for the rationale in reactivating the System. It also provides for an organizational structure within the Department and the operational framework by which its project proposals are handled and processed under the System.

II. Rationale

The System has been reactivated for the following reasons:

1. To rationalize the Department's project selection process (i.e., identification, development, evaluation, approval and prioritization) so that government's limited resources are optimized;
2. To determine the best financing option (i.e., use of government/local funds, ODA, or other sources and modes of financing);
3. To expedite the processing of all DA project proposals to ensure that the implementation of which are timely, especially those which are emergency in nature; and
4. To ensure a sufficient number of project proposals in the DA's pipeline which are ready for implementation and responsive to the needs of the agricultural and fisheries sectors at any given point in time.

III. The Organizational Structure

The structure by which projects are handled under the System is as follows:

Briefer on the
DA-wide Project Clearinghouse System
DA Administrative Order (AO) No. 29, Series of 2012

1. The Executive Committee (EXECOM), which approves (at the Department level) all project proposals processed and endorses the same to the NEDA ICC (*i.e., those for approval by the NEDA Cabinet Committee/Board and subsequent ODA financing*) or other more appropriate financing programs/windows of the DA or other government agencies (*i.e., those for assistance using government or local funds*). **The EXECOM is chaired by the Secretary.**
2. The Technical Committee (TECHCOM), which evaluates and recommends to the EXECOM for approval all project proposals processed under the System. It is chaired by the Undersecretary for Policy, Planning and Project Development.
3. The Technical Secretariat (TECHSEC), which provides technical assistance and administrative support to the EXECOM and TECHCOM in the performance of their duties. The secretariat is headed by the Project Development Service (PDS) Director.
4. Regional Coordinating Staff (RCS), which provides support to the TECHSEC and coordinates work at the regional level under each DA Regional Field Unit (RFU).

Please refer to the attached for the list of members of the above committees/groups.

IV. Operational Framework

1. Criteria. The minimum standards for projects to pass under the System include:
 - a. Consistency with DA priorities/thrusts in its plans, programs and roadmaps;
 - b. Responsiveness to emerging national and global issues/concerns;
 - c. Project worthiness in terms of applicable viability indicators;
 - d. Completeness of submitted project documents/requirements; and
 - e. Use of correct, accurate and recent data/information/assumptions.
2. Coverage. Projects to be processed under the System are those for:
 - a. ODA financing (*i.e., loan/capital and grant/technical assistance*);
 - b. Local funding via DA programs/financial windows; and
 - c. Financing via other sources and modes.

These include infrastructure, support services, technical assistance and other interventions needed by the agricultural and fisheries sectors/stakeholders. Projects that are emergency in nature (*e.g., restoration/recovery of agricultural and fisheries production due to adverse impacts of calamities, among others*), are also covered under the System. Meanwhile, those processed by other enabling bodies via existing guidelines/programs shall not go through the System.

V. Way Forward

The AO provides for a strategic coordination between the TECHCOM/EXECOM and the other enabling bodies mentioned in the preceding. This may eventually lead to the merger of all such enabling groups into one (1) body under a unified DA Project Clearinghouse System.

DA-WORLD PROJECT CLEARINGHOUSE SYSTEM
Organization Structure

as provided for under DA Administrative Order (AO) No. 29, Series of 2012*

I. Executive Committee (EXECOM)

Chair : **Secretary Proceso J. Alcala**
Vice-Chair : U/Sec Segfredo R. Serrano (Policy & Planning)
Members : U/Sec Antonio A. Fleta (Admin & Finance)
 : OIC-U/Sec Dante S. Delima (Field Operations)
 : U/Sec Bernadette Romulo-Puyat (Special Concerns)

II. Technical Committee (TECHCOM)

Chair : **U/Sec Segfredo R. Serrano**
Vice-Chair : OIC-A/Sec Secretary Romeo R. Recide (Policy & Planning)
Members : A/Sec Dante S. Delima (Agri-Pinoy Rice Program)
 : A/Sec Edilberto M. De Luna (Agri-Pinoy Corn Program/ Field Operations)
 : A/Sec Davinio P. Catbagan (Agri-Pinoy Livestock Program)
 : Dir. Asis G. Perez (BFAR/National Fisheries Program)
 : Dir. Jennifer E. Remoquillo (High Value Crops Development Program)
 : Exec. Dir. Ariel T. Cayan (Philippine Council for Agriculture & Fisheries)
 : Dir. Asterio P. Saliot (Agricultural Training Institute)
 : Dir. Leandro H. Gazmin (Agribusiness & Marketing Assistance Service)
 : OIC-Dir. Zenaida M. Villegas (Project Development Service)
 : OIC-Dir. Carlos L. Magnaye (Planning Service)
 : OIC-Dir. Karen Kristine A. Roscom (Bureau of Agriculture & Fisheries
 Product Standards)

III. Technical Secretariat (TECHSEC)

Head : **OIC-Dir. Zenaida M. Villegas**
Vice-Head : Mr. Alexander Ernesto F. Estoesta (PIED-PDS)
Members : All PDS Staff (PIED & PPRMD)

IV. Regional Coordinating Staff (RCS)

As designated by the Regional Executive Directors (REDs)

*Note : The EXECOM, TECHCOM and TECHSEC membership are also provided for in DA Special Order No. 125, Series of 2013, which is for amendment to include the names of: (i) new EXECOM/TECHCOM members who were recently appointed/designated; (ii) official alternates of TECHCOM members; (iii) representatives to the TECHCOM from the office of the Chief-of-Staff (COS) and from other enabling bodies processing projects (i.e., ACEF, NOAP) not covered under the project clearinghouse system; and (iv) technical point-persons from all DA operating units who shall form part of the TECHSEC on an on-call basis. The composition of the various RCS meanwhile are provided for in Regional SOs issued by the respective REDs.

Project Concept Note Format

I. Project Profile

- A. Project Title : *{specify an appropriate/significant title that would capture what the undertaking is all about and what will generally be achieved}*
- B. Proponent Agency : *{indicate the lead DA operating unit/implementing agency}*
- C. Collaborators : *{enumerate the other agencies including international ones that shall be involved in, participate under, & co-implement/finance the project}*
- D. Assistance Sought : Technical Assistance Capital Assistance Other_____
- E. MFO(s) Addressed: 1- Policy Services 5- Equipment/Facilities
 2- Technical/Support Services 6- Regulation Services
 3- Irrigation Services 7- Credit Support
 4- FMR/Road Network
- Spatial Coverage/ Location : *{list the region(s)/province(s)/municipality(ies)-city(ies) where main activities are located including the location of beneficiaries and the project influence area in general}*
- Duration : *{indicate particular years for/number of years of implementation}*
- Cost (PHP) : _____ Requested for Financing
 _____ Counterpart/Equity
 _____ Other Sources
 _____ TOTAL
- Contact Person : *{the person who drafted the proposal}*

Name - _____
 Position - _____
 Office - _____
 Phone - _____
 E-mail - _____

Project Background/Overview

{briefly describe what the project is basically all about, including its main purpose as well as major interventions to be made}

Development Goals to be Addressed

{spell out the goal(s) as indicated in the PDP, AFMP, National Development/16-Point Agenda and other presidential/government directives/issuances that will be addressed through the project}

II. Brief Description

A. Rationale/Justification

{provide a brief discussion on the problems/constraints to be addressed by, and/or opportunities/potentials that will be harnessed through, the project; and the likely situation/impacts during and after project implementation}

B. Objectives

1. General

{state in explicit terms the broad development goal(s) or what the project hopes to achieve in the long-run in terms of the MFO(s) to be addressed}

2. Specific

{indicate the specific targets/outputs that will be accomplished in the immediate-term, all of which must be expressed in measurable or quantifiable terms}

C. Beneficiaries

{identify all the stakeholders and sectors that will be benefitted directly and indirectly, and indicate how said beneficiaries will actually benefit from the project}

D. Major Components

{indicate individually the core interventions that will be made in achieving the set goals and objectives, where the specific outputs, activities and resource/budget requirements of each activity per intervention are spelled out}

E. Strategies

{discuss the approaches and schemes (on a per activity basis) that will be employed in implementing the major components above, as well as the measures that will be done to ensure project sustainability after project completion}

F. Implementation Schedule

{present a bar chart of activities showing the time frame/schedule of implementation of each activity per component, as per sample below}

Activities	Year 1				Year 2				Year 3				Year N			
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Component 1																
1. Activity 1.1	■	■														
2. Activity 1.2		■	■	■	■											
etc.					■	■	■	■	■	■	■	■	■	■	■	■
Component 2																
1. Activity 2.1						■	■	■	■	■						
2. Activity 2.2													■	■	■	■
etc.						■	■	■	■	■	■	■	■	■	■	■