



Republika ng Pilipinas
Department of Agriculture

Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)

Lungsod ng Quezon

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M.C. No. 53, S. 2012

MEMORANDUM CIRCULAR

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

SUBJECT : REACTIVATION AND RECONSTITUTION OF THE DA-WIDE
PROJECT CLEARINGHOUSE SYSTEM

The Administrative Order No. 29, series of 2012 was issued by the Secretary of the Department of Agriculture, Proceso J. Alcala, embodying the reactivation and reconstitution of the DA-Wide Project Clearinghouse system.

The above-mentioned Clearinghouse System was established in 1991 to organize the Department's project development activities and facilitate the identification, evaluation, selection and prioritization of various agricultural and fisheries development projects.

However, despite the issuance of DA Special Order (SO) No. 505, Series of 2001 (Reactivation/Full Implementation of the DA-Wide Project Clearinghouse System) to implement the above-mentioned rule, the project clearinghouse system remained inactive to this date.

Now, therefore, AO No. 29 is hereby issued to reactivate and reconstitute the DA-Wide Project Clearinghouse System. Thus, all previous Orders concerning this rule are hereby repealed.

Attached is the copy of the Administrative Order.

Please be guided accordingly.


ANTONIO S. NANGEL
Administrator

Date: December 18, 2012



OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1100
Philippines



29 November 2012

Administrative Order No. 29
Series of 2012



Administrator's Office

SUBJECT : Reactivation and Reconstitution of the DA-Wide Project Clearinghouse System

WHEREAS, the DA-Wide Project Clearinghouse System was established in 1991 to organize the Department's project development activities and facilitate the identification, evaluation, selection and prioritization of various agricultural and fisheries development projects;

WHEREAS, said project clearinghouse system which also facilitated the endorsement of proposals to the National Economic and Development Authority (NEDA) - Investment Coordination Committee (ICC)/Board and the various donor/official development assistance (ODA) agencies for approval and financing, became inactive during the latter part of the 1990s;

WHEREAS, Rule 13.10.3 of DA Administrative Order (AO) No. 6, Series of 1998 (Implementing Rules and Regulations [IRR]) of Republic Act (RA) 8435 (Agricultural and Fisheries Modernization Act [AFMA]) recognized the importance, and provided for the full implementation, of the DA-Wide Project Clearinghouse System;

WHEREAS, despite the issuance of DA Special Order (SO) No. 505, Series of 2001 (Reactivation/Full Implementation of the DA-Wide Project Clearinghouse System) to implement the abovementioned rule, the project clearinghouse system remained inactive to this date;

WHEREAS, there is a pressing need to reactivate the system that will enable the Department to rationalize its project evaluation and selection process, expedite project processing and determine the best financing option for all its projects;

NOW, THEREFORE, this Order which will reactivate and reconstitute the DA-Wide Project Clearinghouse System is hereby issued.

I. Composition, Duties and Responsibilities

The DA-Wide Project Clearinghouse System shall be composed of the following committees and secretariat with their corresponding duties and responsibilities:

A. The Executive Committee (EXECOM)

1. Composition

- Chair : DA Secretary
- Vice-Chair : The Undersecretary designated as Chair of the TECHCOM
- Members : Undersecretaries as may be assigned by the Secretary
- : Assistant Secretaries as may be assigned by the Secretary
- : Others as may be assigned by the Secretary

2. Duties and Responsibilities

- a. Render final decision on project proposals endorsed by the TECHCOM for clearance, prioritization and approval.
- b. Review and approve for adoption improvements and updates of the guidelines, criteria and procedures herein as recommended by the TECHCOM.
- c. Meet at least once per quarter or as necessary based on the urgency of TECHCOM-endorsed proposals and other recommendations, among others (in cases where a common schedule among members cannot be arranged for deliberating/approving urgent matters endorsed/recommended by the TECHCOM, an ad-referendum may be resorted to in lieu of a formal meeting).

B. The National Technical Committee (TECHCOM)

1. Composition

- Chair : DA Undersecretary (to be designated by the Secretary)
- Vice-Chair : DA Assistant Secretary (to be designated by the Secretary)
- Members : Director, Project Development Service
- : Director, Planning Service
- : Director, Field Operations Service
- : Director, Agribusiness & Marketing Assistance Service
- : Executive Director, National Agricultural & Fisheries Council
- : Director, Bureau of Agriculture & Fisheries Product Standards
- : Director, Agricultural Training Institute
- : Directors of DA Commodity/Banner/Sector Programs
- : Others assigned by the Secretary or invited by the TECHCOM

2. Duties and Responsibilities

- a. Review and evaluate project proposals initially evaluated by the TECHSEC, and endorse/recommend to the EXECOM courses of action/decision to take on said proposals.

- r. Conduct or cause the conduct of field visit/site validation of proposed project areas/sites and components as deemed appropriate.
- c. Determine relevant project documents/data/information for monitoring, feedback, and other purposes that may guide and assist the committee including the EXECOM and TECHSEC in the performance of their duties and responsibilities, and secure these from concerned DA units/agencies and other institutions/organizations through the TECHSEC.
- d. Improve and/or update as necessary the guidelines/criteria/procedures herein for recommendation to and approval by the EXECOM.
- e. Implement measures and cause the issuance of guidelines/policies to continuously generate a sufficient number of project proposals.
- f. Initiate conduct of project impact studies to generate learning which can be used as basis for future projects.
- g. Participate in project review/supervision missions.
- h. Spearhead the conduct of DA-Donor's Partnership Forum.
- i. Develop solutions that will address project processing bottlenecks.
- j. Meet least every other month or as necessary (i.e., urgency in approving and implementing project proposals, among others) to deliberate upon project proposals and related concerns for endorsement to the EXECOM.
- k. Perform such other related functions as may be directed by the Secretary and/or the EXECOM.

C. The National Technical Secretariat (TECHSEC)

1. Composition

Head : Director, Project Development Service (PDS)
 Vice-Head : Division Chief under the PDS
 Members : PDS Staff as may be assigned by the Head of the TECHSEC

The Secretary may assign/detail staff from other DA units/agencies to form part of the TECHSEC as full-time members to augment the staff complement of the PDS, consistent with Rule 13.10.5(e) of the IRR of AFMA, which provides for the strengthening of the PDS as follows: *"The enlargement of the project development group through designation and/or transfer of personnel from other units of the Department, RFUs, Bureaus and Attached Agencies."*

2. Duties and Responsibilities

- a. Ensure the completeness of project documents submitted for review and evaluation.

- c. Undertake the initial review of project proposals received for clearing and evaluate the same in accordance with Section I.C (Evaluation Criteria) of this Order.
- d. Conduct field visits/site validations for, and consultation meetings with proposed target beneficiaries and stakeholders of particular projects being proposed.
- e. Prepare project evaluation reports and related documents based on the review/evaluation made and outcome of consultations conducted.
- f. Prepare the necessary documents/materials that will facilitate the work of the EXECOM and TECHCOM, and secure all relevant documents/data/information from various DA units/agencies and from other institutional/organizational sources.
- g. Provide concerned parties and stakeholders updates and actions taken on project proposals submitted for clearing and evaluation by the TECHCOM and approval by the EXECOM.
- h. Provide technical and administrative support to the EXECOM/TECHCOM during the conduct of meetings/deliberations.
- i. Continuously generate a sufficient number of project concept notes and proposals based from national government/DA priorities, Presidential directives, the Secretary's instructions and EXECOM/ TECHCOM orders.
- j. Continuously review the project clearinghouse process and prepare measures for an effective project clearinghouse system.
- k. Perform such other related functions as may be required by the EXECOM and TECHCOM.

D. Regional Coordinating Staff (RCS)

1. Composition

- a. The Regional Executive Director (RED) of each Regional Field Unit (RFU) shall assign staff preferably from the Planning, Monitoring and Project Development Division (PMPDD) who shall coordinate all project clearinghouse matters/concerns at the regional level.
- b. Staff from other units within the RFU may also be assigned by the RED to form part of the RCS to act as focal persons for sector-, commodity- and/or support service-specific concerns.

2. Duties and Responsibilities

- a. Provide assistance to and closely coordinate with the TECHSEC for it to efficiently perform its duties/responsibilities per Section I.C2 of this Order.

- b. Secure and maintain a network of information sources.
- c. Secure technical inputs/comments from concerned DA units (bureaus, attached agencies/corporations) and other institutions/organizations at the regional level.
- d. Secure approval from the RED for all endorsements and submissions to the DA Central Office for receipt by the TECHSEC.

II. Operational Framework

A. Projects Covered

1. By Funding Source

- a. All project and program proposals for ODA/foreign funding, the nature of which are either technical and/or capital assistance that promote agricultural, fishery and rural development, as well as restoration/ recovery of agricultural/fishery production due to impacts of calamities, among others.
- b. All projects for local financing that are for endorsement to, funding under, appropriate DA programs/financing windows including other possible financing programs/windows of government.
- c. Other project proposals for financing via other funding sources and financing modes as may be directed by the Secretary.

2. By Project Type

- a. New project and program proposals that will help develop the agricultural, fisheries and rural sectors and assist the stakeholders in these sectors, such as the following:
 - i. Irrigation projects;
 - ii. Establishment of production/post-harvest/cold-chain facilities;
 - iii. Other agricultural and fishery infrastructure and facility projects (e.g., fish ports/seaports, farm-and-coast to market roads/bridges and other transport structures/facilities, marketing infrastructure, centers for the production of farm/fish farming inputs, etc.);
 - iv. Research, development and extension projects;
 - v. Capacity and capability-building projects;

- vi. Targeted rural sector projects (e.g., poverty-reduction projects, rural women empowerment projects, etc.);
 - vii. Rural non-farm employment generating projects;
 - viii. Environmental conservation and management projects in support to agriculture and fisheries sectors; and
 - ix. Other productivity-enhancement and income-generating projects.
- b. Proposals and requests concerning on-going projects/programs needing clearance from/approval by the NEDA ICC/Board:
- i. Extension of project implementation period;
 - ii. Change in project scope/design;
 - iii. Realignment of budget;
 - iv. With additional funding request; and/or
 - v. Deferment or extension of loan payments;

3. Other Concerns

Copies of decisions and resolutions of concerned project/program steering committees (PSCs) or their equivalents of on-going projects/programs shall be forwarded to the TECHCOM/EXECOM thru the TECHSEC for information.

B. Prescribed Proposal Format

Proposal formats shall be developed by the TECHSEC (in consultation with concerned agencies/institutions/groups) for approval by the TECHCOM as guides for project proponents in crafting and/or submitting their proposals as follows:

1. Project Concept Note –containing basic information that can be used as basis for conducting a full blown feasibility study (FS) for a particular proposal as determined by the TECHCOM; and
2. Project Brief/Summary – containing essential information (i.e., viability indicators and actual benefits for target stakeholders) that can be used as basis for rendering decision and possibly approving a particular proposal by the TECHCOM/EXECOM.

C. Evaluation Criteria

1. The following criteria shall be used in the review/evaluation and approval of projects subjected under the project clearinghouse system:
 - a. completeness of submitted project documents and other requirements;

- b. use of correct, accurate and recent data/information and assumptions;
 - c. consistency with the following: (i) Philippine Development Plan (PDP); (ii) Public Investment Program (PIP) for the agricultural and fisheries sectors; (iii) the Agricultural and Fisheries Modernization Plan (AFMP); (iv) commodity and support service roadmaps; (v) sector and regional priorities/thrusts; and/or (vi) other goals, developmental thrusts, pronouncements and plans/programs of the national government particularly the DA;
 - d. responsiveness to various emerging national/international issues/concerns (e.g., climate change, global trade order, gender equality, displacement of/impacts on marginalized/special sectors, private sector participation, etc.); and
 - e. viability of the project being proposed in terms of applicable feasibility indicators (e.g., technical, socio-economic, financial, economic, market/demand, organizational, etc.).
2. Additional evaluation criteria may be included during the course of implementation of these guidelines.

D. Procedures

1. Project Identification

- a. All project proposals, whether concept notes or full blown FS, shall be identified and developed by the respective project proponents/implementing units in consideration of the preceding sections of this Order, and submitted to the TECHSEC for screening and/or initial review/evaluation.
- b. Proposals deliberated upon by the EXECOM/TECHCOM but returned to the respective proponents with their findings, comments and recommendations must be adjusted accordingly and re-submitted to the TECHSEC for further screening/review.
- c. Project proponents/implementing units may be provided technical assistance in the conduct of full blown FS and/or improvement/ updating/revalidation of existing FS the funding for which may be sourced from internal sources (i.e., creation of a FS Fund within DA) or external sources (i.e., technical assistance windows of ODA agencies).

2. Project Review and Evaluation

- a. The endorsed/submitted proposal shall be screened by the TECHSEC for its conformity to the prescribed proposal format as provided for in Section II.B, as well as the completeness of supporting project documents and requirements. After the screening process, the TECHSEC shall either:

- i. Proceed with the initial review/evaluation of the proposal if it passes the screening process (i.e., the proposal submitted conforms with the prescribed format and project documents submitted are complete); or
 - ii. Inform the proponent of lacking information/documents which should be included/submitted as well in order for the TECHSEC to proceed with its initial review/evaluation of the submitted proposal.
 - b. For proposals which passed the screening process, the TECHSEC shall then conduct an initial review/evaluation (including field/site inspection/re-validation and stakeholder/beneficiary consultations) of said proposals based on the criteria provided for in Section II.C of this Order.
 - c. The TECHSEC shall afterwards prepare any of the following:
 - i. A brief report containing its findings and recommendations to the TECHCOM along with the Project Concept Note if the submitted concept proposal is worthy for the conduct of a full blown FS; or
 - ii. A Project Evaluation Report (PER) reflecting its comments, findings and recommendations on the submitted full blown FS, and forward this along with the Project Brief and Summary to the TECHCOM for review/evaluation and decision.
 - d. The TECHCOM shall deliberate upon all TECHSEC-forwarded project proposals and render the following decisions:
 - i. For project concepts which have the potential and found worthy for further study, approve the conduct and possible financing of a full blown FS;
 - ii. For proposals with full blown FS determined worthy for financing and implementation, endorse and recommend to the EXECOM said proposals for prioritization and approval; or
 - iii. For proposals needing further studies, improvement and/or revision inform the proponents thru the TECHSEC of its findings to make the necessary adjustments before said proposals are re-submitted for possible re-deliberation.
- 3. Project Approval and Endorsement
 - a. All TECHCOM-endorsed proposals shall be scheduled for deliberation and final decision by the EXECOM. During project deliberations, the EXECOM shall render any of the following:
 - i. Approve and endorse the project proposal to the NEDA Investment Coordination Committee (ICC) for possible approval by the NEDA Board and corresponding ODA or local financing;

- ii. Endorse the proposal to other more appropriate financing windows or government agencies or programs;
 - iii. Return/refer back to the proponent thru the TECHSEC the proposal should it need further study, improvement and/or revision, where the EXECOM's findings should be considered in fine-tuning said proposal before this is re-submitted for possible re-deliberation; or
 - iv. Render disapproval of the project stating the reasons for said decision.
- b. The TECHSEC shall assist the project proponent in the preparation, further packaging and submission of all necessary documents, forms, and other requirements as required by NEDA ICC/Board or the institution/donor to where the proposal is endorsed.
 - c. The TECHSEC shall also provide assistance to project proponents in coordinating with concerned agencies/institutions outside of DA involved with project processing, approval and financing.

(A Project Process Flow is hereby attached as Figure 1)

E. Capability-Building

The TECHCOM/TECHSEC shall utilize sources (e.g. bilateral/multilateral donors, PPP fund) to help strengthen the project development capabilities of DA units/agencies and RFUs through the continuous conduct of capability-building activities.

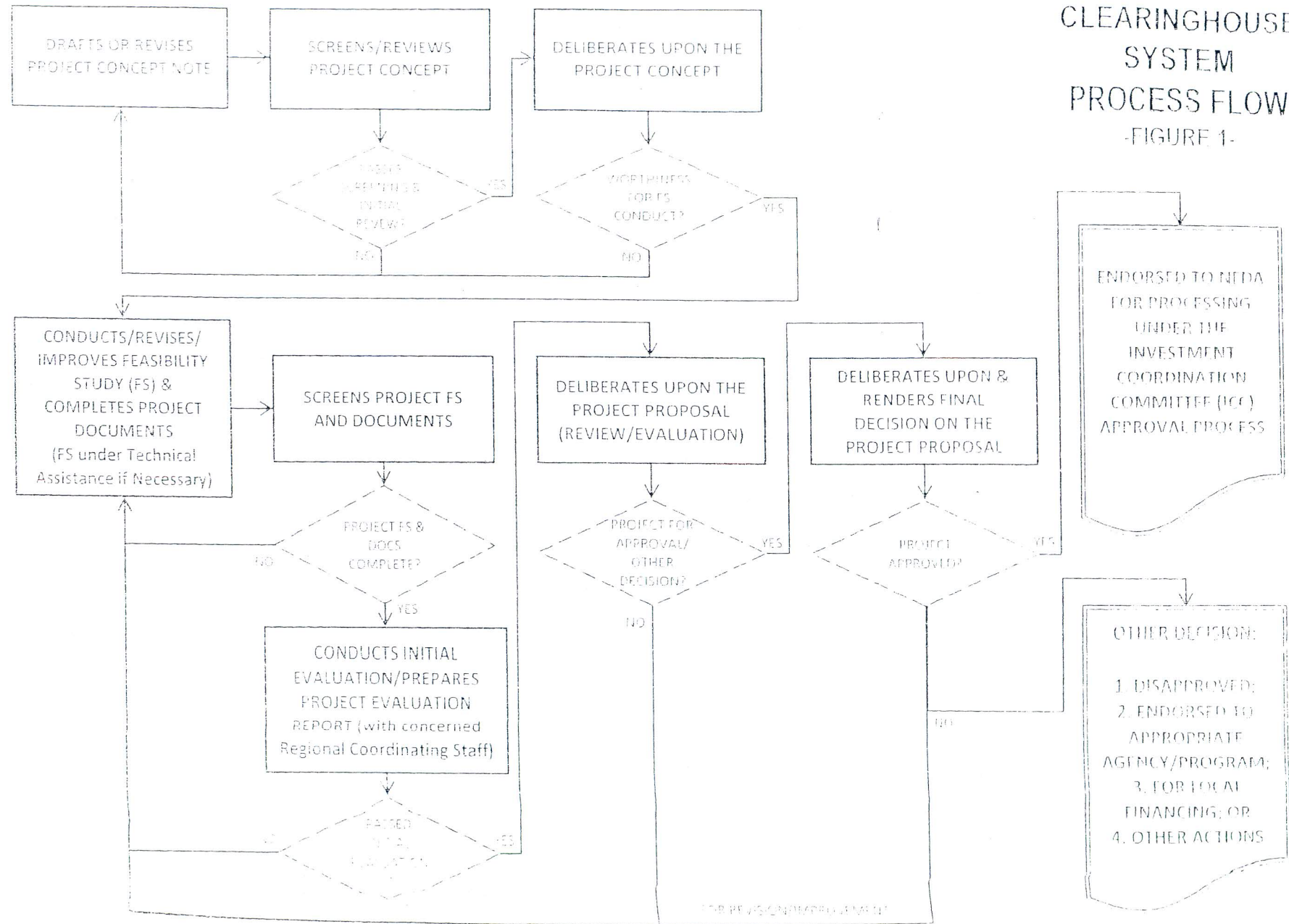
III. Other Provisions/Clauses

A. Transitory Clauses

1. Existing bodies/committees created under DA through special or administrative orders with mandates to process project proposals for funding assistance under specific programs/financing windows shall not be covered under and subjected to the procedures herein.
2. These groups, however, shall nominate their respective representatives to the TECHCOM consistent with Section I.B.1 of this Order to sit as non-voting members (or as members with observer status) to ensure strategic coordination between them and the EXECOM, thereby avoiding duplication but rather enhancing complementation of efforts concerning the financing and implementation DA projects/programs.
3. The TECHCOM meanwhile may send its representative to these groups as approved and nominated by the EXECOM to sit as a member with observer status.



DA-WIDE
PROJECT
CLEARINGHOUSE
SYSTEM
PROCESS FLOW
-FIGURE 1-

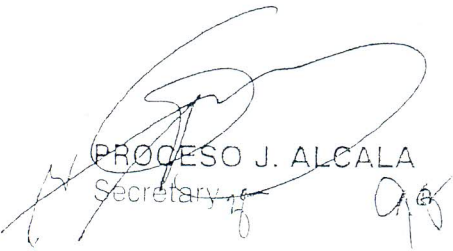


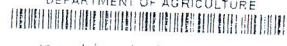
B. Repealing and Separability Clauses

1. All previous Orders concerning the DA-Wide Project Clearinghouse System are hereby repealed.
2. The provisions of this Order are hereby declared to be separable, and in the event one or more provisions are held unconstitutional or violate existing laws, the validity of the other provisions shall not be affected thereby.

IV. Effectivity

This Order shall take effect immediately.


PROCESO J. ALCALA
Secretary

DEPARTMENT OF AGRICULTURE

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