



MEMORANDUM CIRCULAR

MAY 13 2009

No.2009- 09 \_\_\_\_\_

SUBJECT : **AMENDMENTS/ADDENDUM TO DENR MC NO. 2009-03 ENTITLED SUPPLEMENTAL GUIDELINES AND PROCEDURE IN THE IMPLEMENTATION OF THE UPLAND DEVELOPMENT PROGRAM (UDP)**

To ensure the effective and smooth implementation of the Upland Development Program (UDP), the following provisions are hereby amended/added:

Section 4. **Organization and pre-development activities**

4.1 **Organizational arrangement within DENR**

Paragraph 4, item 2:

**(2) prepare map and related documents.**

4.2 **Determination of areas and selection of participant-implementors**

4.2.2.5 A pro-forma Letter of Intent (LOI) [Annex D-1 to D-4], together with a sketch plan of the area, shall be submitted by the prospective organization/individual to the DENR. Should the prospective organization/individual be selected as beneficiary/partner, the LOI and the sketch plan shall form part of the Letter of Agreement (LOA)

4.4 **Area development planning and final agreements**

Paragraph 2, first sentence.

The final output shall be a work plan together with the physical target specifications, and the final disbursement schedules.

Section 5. **Development Cost Standards**

5.2 **Planting stock production**

5.2.1 **Purchase of seedlings** - the seedlings to be purchased shall be on its plantable size depending on the kind of species that is in the best condition for outplanting in the field. This should be supported by a Supply Contract to be submitted to DENR as one of the requirements for the 2<sup>nd</sup> release.

Section 6 **Funds Management**

b. **Agroforestry**

Schedule of Release	Activities	Timeframe
1 <sup>st</sup> release	15% of the project cost as mobilization fund to be released for site preparation and procurement of seeds of high-value crops and nitrogen fixing plants for hedgerows and planting stocks of fuelwood species; and marking of contour lines	Upon receipt of Notice to Proceed
2 <sup>nd</sup> release	50% of the project cost to be released after completing the activities indicated in the first release. This amount shall be used for the purchase of fruit tree seedlings and organic fertilizer, planting of forest trees, fuelwood and short term agricultural crops; planting and establishment of hedgerows along contour lines; spot/strip brushing, hole digging and planting	Upon completion of the activities on the 1 <sup>st</sup> release and submission of Seedling Supply Contract.
3 <sup>rd</sup> release	25% of the project cost to be released after completing the activities under 2 <sup>nd</sup> release	Upon completion of the activities on the 2 <sup>nd</sup> release.
4 <sup>th</sup> release	10% of the project cost to be released after completing the first cycle maintenance and protection activities such as strip brushing, ring weeding and replanting to meet the 95% survival rate requirement	After two (2) months from the 3 <sup>rd</sup> release

c. **Reforestation**

Schedule of Release	Activities	Timeframe
1 <sup>st</sup> release	15% of the project cost as mobilization fund to be released for strip brushing, staking, and hole digging	Upon receipt of Notice to Proceed
2 <sup>nd</sup> release	50% of the project cost to be released after completing the activities indicated in the first release. This amount shall be used for the purchase of forest tree seedlings; planting, application of fertilizer, ring weeding (1 pass) and spot cultivation.	Upon completion of the activities on the 1 <sup>st</sup> release and submission of Seedling Supply Contract.
3 <sup>rd</sup> release	25% of the project cost to be released after completing the activities under 2 <sup>nd</sup> release and upon submission of inspection/acceptance report and recommendation for payment.	Immediately upon completion of the activities on the 2 <sup>nd</sup> release
4 <sup>th</sup> release	10% of the project cost to be released after completing the first cycle maintenance and protection activities such as strip brushing, ring weeding and replanting to meet the 95% survival rate requirement	After two (2) months from the 3 <sup>rd</sup> release

This Memorandum Circular shall take effect immediately.

*Jose L. Atienza, Jr.*  
**JOSE L. ATIENZA, JR.**  
 Secretary

