



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336

RECORDS SECTION  
**RELEASED**

BY: \_\_\_\_\_  
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October 9, 2019

**MEMORANDUM CIRCULAR NO. 7**  
Series of 2019

<b>OFFICE OF THE MANAGER III</b>	
PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)	
Received by :	<u>Alsa</u>
Date :	<u>10-16-19</u>
Time :	
Tracking No. :	<u>19-10-54-058 PWS</u>

**SUBJECT: Guidelines for the Funding and Implementation of Projects Intended for Disaster Risk Reduction and Management (DRRM) and Calamity Assistance for the Sugarcane Industry**

## I. Policy Statement

The Philippine government passed RA 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 which declares that it is the policy of the government to mainstream disaster risk reduction and climate change in development processes such as policy formulation, socio-economic development planning, budgeting and governance, particularly in the areas of environment, agriculture, water, energy, health, education, poverty reduction, land use and urban planning, and public infrastructure and housing, among others.

The Sugar Regulatory Administration (SRA) has prepared a Disaster Risk Reduction and Management (DRRM) Plan for the Sugarcane Industry 2017-2022, in compliance with the mandate of RA 10121.

The DRRM Plan for the sugarcane industry 2017-2022 is consistent and supportive of the country's target for the Sustainable Development Goals, particularly on Goal 12 on Responsible Consumption and Production and Goal 13 on Protect the Planet which talks about reducing disaster risk and mitigating climate change.

The said DRRM Plan also recognizes certain concerns that cut across the six identified priority areas such as partnership or linkage, gender mainstreaming pursuant to RA 9710 or the Magna Carta of Women, health, environmental protection and institutional arrangements and mechanisms.

Hence, the policy guidelines for the funding and implementation of projects intended for disaster risk reduction and management and calamity assistance for the sugarcane industry shall mainstream gender and development which shall include collection of sex disaggregated data of beneficiaries in the implementation of funded activities, projects and programs.

## II. Scope and Coverage

The guidelines cover all proposals relative to the implementation of the six priority areas identified under the DRRM Plan and proposals on calamity assistance submitted to SRA for funding from the General Appropriations Act (GAA), SRA corporate fund or from any other funding sources whether local or foreign. Eligible proponents are SRA operating units like the Regulation and R, D & E

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Departments and the DRRMC sub-committees, block farms, sugarcane workers associations or cooperatives, DRRM arm of the Mill District Development Councils (MDDCs), millers associations, bioethanol producers associations, sugarcane planters federations / associations / cooperatives / foundations and other legitimate sugarcane industry organizations who will directly implement or benefit from the proposed projects.

The six priority areas identified under the DRRM Plan are as follows:

1. Policy framework for disaster risk governance
2. Monitoring and reporting system
3. Understanding risks and early warning systems for proactive disaster risk reduction
4. Increased investments for disaster resilience
5. Strengthened capacities for effective DRRM
6. Coordination mechanism for effective disaster preparedness, response and rehabilitation

The disasters and calamities covered by the guidelines as identified during the sugarcane industry risk assessment are the following:

- |              |                       |
|--------------|-----------------------|
| 1. Typhoon   | 6. Plantation fire    |
| 2. Lightning | 7. Pests and diseases |
| 3. Flood     | 8. Earthquake         |
| 4. Landslide | 9. Volcano            |
| 5. Drought   |                       |

### **III. Evaluation Process**

1. The Planning, Policy & Special Projects Department (PPSPD) shall prepare the project concept note template (Annex "A"), the template for the quarterly work and financial plan (Annex "B"), the process flow of the evaluation process (Annex "C") and implementation process flow (Annex "D");
2. The DRRMC Secretariat shall circulate the templates and process flows to the DRRMC sub-committees and technical working group (TWG) members for dissemination to interested sugarcane industry proponents;
3. Proponents shall submit proposals or project concept note addressed to the Chairperson of the Disaster Risk Reduction and Management Committee (DRRMC) of SRA;
4. The DRRMC Secretariat shall forward the proposal to the concerned DRRMC sub-committee who shall check the proposal if it is aligned with the DRRM Plan priority areas. If found in order by the concerned DRRMC sub-committee, its Head, within three (3) working days from receipt of the proposal, shall endorse it for evaluation by the PPSPD;
5. The PPSPD shall evaluate the soundness and completeness of the proposals or project concept note and submit its evaluation report with recommendation to the Chairperson of the DRRMC within five (5) working days from receipt of the proposal's complete documents;
6. The Chairperson of the DRRMC, through the SRA Administrator, shall recommend to the Sugar Board for approval the proposal which qualifies based on the PPSPD evaluation report and recommendation;



7. The DRRMC Secretariat, within 3 working days from receipt of the actions taken by the DRRMC Chairperson or Sugar Board, shall communicate in writing with the project proponent the status of the proposals whether it has been approved or disapproved by the Sugar Board.

#### **IV. Documentary Requirements**

##### V-1. For proponents other than the SRA operating units and DRRMC sub-committees:

- a) Signed letter of intent from the project proponent with the following information:
  - Name of sugarcane industry organization;
  - Brief description of the project indicating the funding requirement and contribution to women empowerment and gender equality.
- b) Proof of legal identity - CDA registration / SEC registration / DOLE registration / SRA Accreditation / DSWD Accreditation / DA registration;
- c) Filled up project concept note template (Annex "A");
- d) Filled up quarterly work and financial plan (Annex "B");
- e) List of beneficiaries like sugarcane farmers or workers with sex disaggregated data;
- f) GPS / geo-tagged map (soft copy and hard copy) indicating the coordinates of the proposed project location.

##### V-2. For SRA operating units and DRRMC sub-committees as proponents:

- a) Filled up project concept note template (Annex "A");
- b) Filled up quarterly work and financial plan (Annex "B");
- c) List of beneficiaries like sugarcane farmers or workers with sex disaggregated data;
- d) GPS / geo-tagged map (soft copy and hard copy) indicating the coordinates of the proposed project location.

#### **V. Implementation Guidelines**

1. Proponents other than the SRA operating units and DRRM sub-committees shall execute a Memorandum of Agreement (MOA) with SRA;
2. The PPSPD shall prepare a template for the DRRM / Calamity Assistance MOA, reviewed by Legal Department and approved by the Sugar Board;
3. The Sugar Board shall authorize the SRA Administrator to sign the MOA between SRA and the proponent using the approved MOA template upon the approval of the proposal by the Board;
4. Funding for approved DRRM or calamity assistance proposals may be in the form of "cash" for those accredited by SRA as Civil Society Organizations (CSOs) or accredited block farm proponents while for proponents who are not accredited by SRA, funding will be in "kind" which shall be managed by the concerned SRA operating unit in accordance with



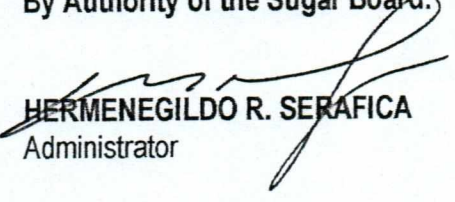
accounting rules and regulations and the procurement law or RA 9184 and its Implementing Rules and Regulations;

5. For approved proposals from the SRA operating units or DRRMC sub-committees, fund disbursements shall be managed by the concerned operating unit or DRRMC sub-committee;
6. Projects implemented by sugarcane industry organizations and sugarcane workers cooperatives shall be assisted and closely monitored by the concerned SRA operating unit;
7. The concerned SRA operating unit shall submit quarterly status reports or as needed to PPSPD and the Sugar Board through the DRRMC Chairperson;
8. The PPSPD shall prepare a monitoring and evaluation (M & E) system to effectively monitor the progress of funded projects, its contribution to women empowerment and gender equality and recommend solutions and remedial measures to the SRA Administrator in order to eliminate the stumbling blocks in project implementation;
9. All proponents shall submit terminal reports to the SRA Administrator upon project completion;
10. The Internal Audit Department shall conduct a performance audit of each project implemented under the DRRM program based on the terminal reports submitted and actual inspection of the project sites, when necessary;
11. Within three to five (3-5) years of implementation, the PPSPD shall conduct an impact assessment of the DRRM program for the sugarcane industry which shall include an assessment on women empowerment and gender equality.

#### **VI. Effectivity and Dissemination**

The circular takes effect immediately and shall be posted in the SRA website and distributed to sugarcane industry organizations through the SRA extension and regulation personnel.

**By Authority of the Sugar Board:**

  
**HERMENEGILDO R. SERAFICA**  
Administrator

### Project Concept Note

SECTION	DESCRIPTION
<b>Project Title</b>	<i>State an appropriate title that can immediately capture the desired output and outcome of the proposed project.</i>
<b>Proponent</b>	<i>The lead operating unit or the organization who will implement the project.</i>
<b>Project Duration</b>	<i>Duration is the total time that it takes to complete a project measured in months or years. The duration depends on the availability and capacity of resources, such as financial, logistics, manpower, etc.</i>
<b>Rationale/ Evaluation of the Damage/ Calamity Assessment</b>	<p><i>This section provides information on the current state and the target location the project intends to focus, outlining the problems/gaps that the project will address. Also, it allows the proponent to justify that the project is the appropriate solution to address the identified problem/s and its importance to uplift the economic, social and environmental conditions of the target area/beneficiaries, thus should be supported by funding agencies such as SRA.</i></p> <p><i>This section includes declaration of onsite evaluation on the extent of damage or loss caused by any calamity or accident or natural event in the target area for assistance.</i></p>
<b>Project Description</b>	<i>Briefly discuss the proposed solution/s to the problem/s showcasing the distinctive and innovative approach as the best solution worthy of funding. This section also include the overview on the project's methodology or activities to be employed that are aligned to achieve the goal and objectives of the project within the proposed timeline.</i>
<b>Objectives</b>	<i>Briefly state the overall goal of the project wants to achieve. Also include the objectives that are specific, and measurable statements that are attainable and reliable to achieve the goal within the timetable.</i>
<b>Gender</b>	<p><i>Target to achieve gender balance or women's involvement in this project.</i></p> <p><i>The project team must ensure that the implementation of this project must be conducted with considerations of gender equality to ensure that it will benefit both men, women and children.</i></p>
<b>Budgetary Requirements</b>	<i>Outline the financial resources needed to carry out the project.</i>
<b>Work and Financial Plan</b>	<p><i>The financial plan presents the overall monthly cost of the project from month 1 until the end of the project duration.</i></p> <p><i>The work plan presents the detailed quarterly activities of the project team within the project duration to properly utilize time, resources and budget until the goal/s of the project is/are achieved.</i></p>
<b>Contact Information</b>	<i>State the head of the implementing unit/organization and the authorized representative/s whom the funder/s will coordinate.</i>

Endorsed for Evaluation by:

Head, Sub-Committee of Priority Areas No. \_\_\_\_



Name of Project: \_\_\_\_\_

Proponent: \_\_\_\_\_

**FINANCIAL PLAN**

Project Activities/Components	Performance Indicator	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Ex.						
1. Purchase of canepoints	Volume of canepoints purchased	100,000.00				100,000.00
2. Purchase of fertilizers	No. of bags purchased		250,000.00			250,000.00
<b>Sub-total</b>		<b>100,000.00</b>	<b>250,000.00</b>	<b>-</b>	<b>-</b>	<b>350,000.00</b>
Equity						
Land rental		135,000.00				135,000.00
Administrative cost		10,000.00	10,000.00			20,000.00
<b>Sub-Total</b>		<b>145,000.00</b>	<b>10,000.00</b>			<b>155,000.00</b>
<b>TOTAL PROJECT COST</b>		<b>245,000.00</b>	<b>260,000.00</b>	<b>-</b>	<b>-</b>	<b>505,000.00</b>

Note: Equity of the proponent should be at least 20% of the total project cost

Prepared by:

Recommended by:

Approved by:

\_\_\_\_\_  
Project Leader\_\_\_\_\_  
Chairperson of the Organization\_\_\_\_\_  
SRA Administrator

Name of Project: \_\_\_\_\_

Proponent: \_\_\_\_\_

**WORKPLAN**

Project Activities/Components	Performance Indicator	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Ex.					
1. Purchase of canepoints	Volume of canepoints purchased				
2. Purchase of fertilizers	No. of bags purchased				

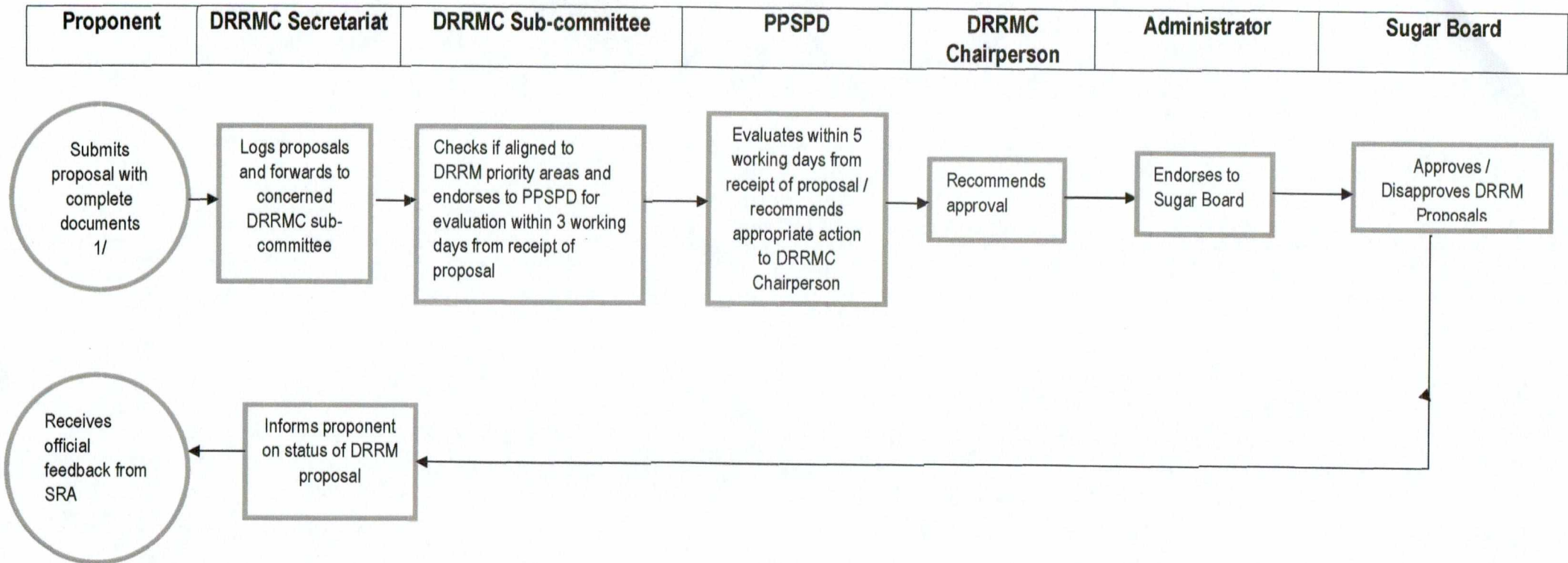
Prepared by:

Recommended by:

Approved by:

\_\_\_\_\_  
Project Leader\_\_\_\_\_  
Chairperson of the Organization\_\_\_\_\_  
SRA Administrator

**PROCESS FLOW**  
**Evaluation of Disaster Risk Reduction and Management (DRRM) Project Proposals**



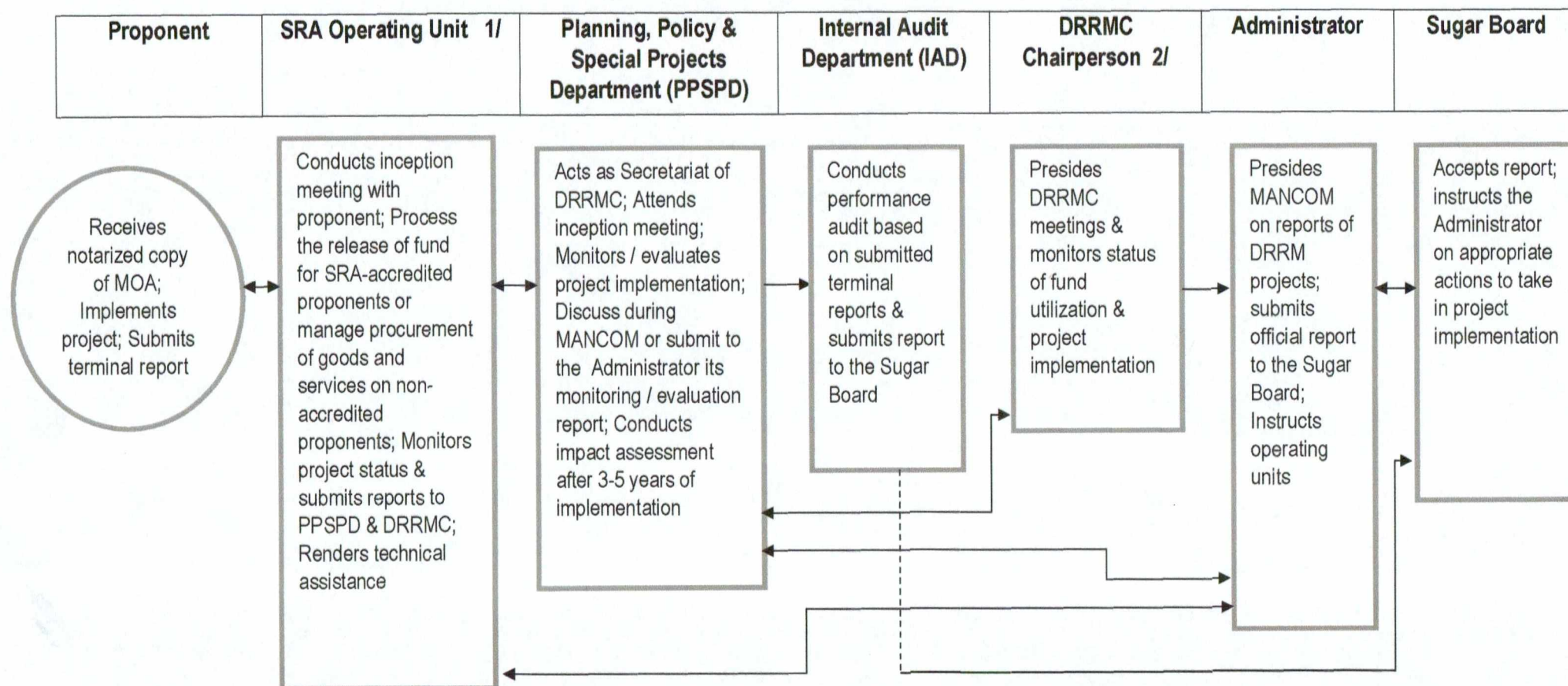
1/ List of documents to be submitted by proponent:

1. Signed letter of intent with name of organization and project brief (for industry organizations only)
2. Proof of legal identity – any of the ff. CDA registration/SEC registration/DOLE registration/ SRA accreditation/DSWD accreditation / DA registration (for industry organizations only)
3. Project concept note
4. Quarterly work & financial plan
5. List of target beneficiaries with sex disaggregated data
6. GPS / geo-tagged map (soft & hard copy) of project site

Notes: PPSPD - Planning, Policy & Special Projects Department  
 DRRMC - Disaster Risk Reduction and Management Committee



**PROCESS FLOW**  
**Implementation of Disaster Risk Reduction and Management (DRRM) Projects**



**Notes:**

1/ Oversees the reporting of project status and renders technical assistance to proponent

2/ Chair of Oversight Committee on DRRM for the sugarcane industry