



MEMORANDUM

FOR : All Regional Executive Directors
DENR Regions

FROM : The Director

SUBJECT : **TECHNICAL BULLETIN NO. 29 HIRING OF EXTENSION OFFICERS (EO) AND/OR TECHNICAL PERSONNEL TO SUPPORT THE IMPLEMENTATION OF ENHANCED NATIONAL GREENING PROGRAM**

DATE : MAR 02 2020



This is to provide DENR Field Offices a copy of the Technical Bulletin on Hiring of Extension Officers (EO) and/or Technical Personnel to Support the Implementation of Enhanced National Greening Program (NGP).

This Technical Bulletin is intended to provide guidelines on hiring of Extension Officers and other support staff at the Regional Offices, Provincial Environment and Natural Resources Offices and Community Environment and Natural Resources Offices to support the implementation of National Greening Program.

FOR INFORMATION AND GUIDANCE.


LOURDES C. WAGAN, CESO IV

TECHNICAL BULLETIN ON HIRING OF EXTENSION OFFICERS (EO) AND/OR TECHNICAL PERSONNEL TO SUPPORT THE IMPLEMENTATION OF ENHANCED NATIONAL GREENING PROGRAM

I. Users of Technical Bulletin

The users of the technical bulletin are DENR Regional Offices, Provincial Environment and Natural Resources Offices (PENROs) and Community Environment and Natural Resources Offices (CENROs).

II. Qualifications

Applicants for the position must possess the following qualifications:

1. Filipino citizen, physically and mentally fit, and of good moral
2. BS Forestry, BS Agriculture and related fields (Board Passer and field experience will be an advantage)
3. Knowledgeable on using GIS software
4. Good oral and written communication skills
5. Computer literate
6. Willing to be assigned in the field and work with upland communities

III. Terms of Reference

EOs may be hired in three (3) different levels: at the Regional Offices, PENROs and CENROs. The Regional Offices and PENROs may opt to hire other technical personnel aside from Extension Officers provided that there are still available funds. The Terms of References of EOs to be hired in different Offices are indicated below.

For EOs and/or technical personnel to be assigned at the Regional Offices and PENROs:

1. Be familiar with NGP guidelines and GPPB Resolution No. 9-2014 on community participation.
2. Assist PENROs and CENROs in managing linkage/networking of POs with national government agencies, local government units, civil society organizations, research institutions and private businesses for the development of its NGP sites, livelihood projects, sourcing of farming tools, postharvest facilities and equipment, credit, among others
3. Consolidate, prepare and submit through channels, regular reports on developments submitted by PENROs and CENROs
4. Undertake preliminary analysis of information gathered from the field and related documents
5. Finalize shape files forwarded by PENROs and CENROs to be forwarded to DENR Central Office and FMB.
6. Participate in meetings, program assessment and strategic planning with NGP staff, DENR field units, CSOs and other stakeholders.
7. Conduct regular monitoring activities, review maps (shape files), geotagged photos of NGP sites, data analysis to ensure accuracy of information.
8. Review reports and other related documents uploaded to the NGP website.

9. Perform other related tasks as may be deemed necessary to carry out the aforementioned activities.

For EOs to be assigned at the CENROs and implementing PENROs:

1. Be familiar with NGP guidelines and GPPB Resolution No. 9-2014 on community participation.
2. Directly engage community through consultation, community organizing and rural development imp
3. Stressing upon residents the importance of the Program, their roles in the attainment of objectives and corresponding benefits for them.
4. Provide technical assistance and timely information to community organizations/POs in the implementation of activities as indicated in the MOA/contract.
5. Provide technical assistance to NGP partners in the conduct of different NGP activities
6. Provide extension services to NGP partners in the areas of agroforestry, forestland management starting with planning to increase land productivity, determine appropriate species-site-market matching, establishment of nurseries and production of quality planting materials, site preparation, plantation establishment and maintenance and protection.
5. Manage linkage/networking of POs with national government agencies, local government units, civil society organizations, research institutions and private businesses for the development of its NGP sites, livelihood projects, sourcing of farming tools, postharvest facilities and equipment, credit, among others.
6. Participate in meetings, program assessment and strategic planning with NGP staff, DENR field units, CSOs and other stakeholders.
7. Conduct regular monitoring activities, review maps (shape files), geotagged photos of NGP sites, data analysis to ensure accuracy of information.
8. Update socio-demographic-economic profile of the community organization/PO and biophysical characteristics of the NGP site under his/her supervision.
9. Prepare and submit through channels, regular reports on developments in assigned areas including problems and issues encountered in the areas with recommendations.
10. Review reports and other related documents uploaded to the NGP website.

VI. Terms and Conditions for Hiring

1. The EO/technical staff shall be employed on a Service of Contract (Object 29) for a maximum period of six (6) months, may be renewed for similar period subject to performance, availability of funds, and existing rules and regulations. The Service Contract/Job Order shall indicate the activities, time frame and expected outputs based on the Work Program.
2. The EO/technical staff shall be given a fixed monthly salary/allowance payable upon the submission of accomplishment reports as noted by the supervisor.
3. The fixed monthly salary of EOs/technical personnel shall be consistent with the approved Units of Work Measurement.

4. The EO/technical staff may be allowed to travel officially and shall be permitted to claim reimbursable travel allowances and transportation expenses charged against NGP funds subject to existing accounting auditing rules and regulations.
5. All personnel hired charged against NGP funds shall NGP-related functions.

VII. Funding

All expenses relative to the implementation of this guideline shall be charged against NGP funds.