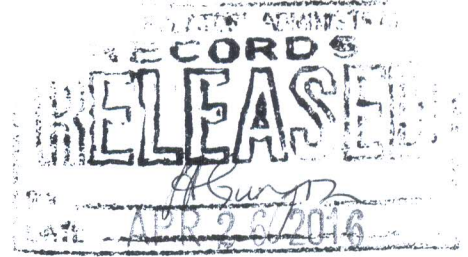




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
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TIN 000-784-336



MEMO-IAD-2016-Apr-002

**MEMORANDUM CIRCULAR NO. 4**  
Series of 2016

**TO :** Mill District Development Council (MDDC)  
Planters Associations  
Agrarian Reform Beneficiaries Organizations in Milling District  
Block Farm Organizations  
Planning and Policy Department, SRA  
Research Development and Extension Department, SRA  
Admin and Finance Department, SRA  
Legal Department, SRA

**FROM :** *MA. REGINA BAUTISTA-MARTIN*  
**MA. REGINA BAUTISTA-MARTIN**  
Administrator

**DATE :** April 6, 2016

**RE :** **Ensuring Successful Implementation of SRA and SIDA -  
Funded HYV Nursery Projects**

**A. Rationale**

Despite the issuance of the Memorandum Circular No. 1 Series of 2013 dated March 26, 2013 providing for the implementing guidelines for the establishment of SRA-Funded HYV Nurseries in Milling district, there have been issues and concerns relative to the attainment of project objectives which should be adequately addressed now that not only SRA but also SIDA Funds shall be involved/appropriated for various HYV nursery projects. To ensure successful implementation and realization of projects objectives, we need to strengthen and define the respective roles of SRA Departments handling the projects and of the stakeholders or proponents directly implementing the project. As a measure of successful implementation, the HYV Project shall be gauged in terms of performance using the herein adopted scorecard for success or failure. Failure of the project to come up with successful rating will require explanation/justification from all concerned and can be held as a deterrent for further project grant.

**B. Coverage**

All SRA and SIDA funded HYV nursery projects by organizations such as MDDC, Block Farm, Agrarian Reform Organizations, Planters Associations with legal personalities, and qualified to avail of SRA and SIDA project funds.



## **C. Strengthening/ Defining the Roles and Responsibilities of SRA Unit and the Project Beneficiaries**

### **SRA Departments:**

#### **1.0 Research, Development and Extension**

1.0.1 The Mill District Officer, in coordination with HYV Project proponent shall assess the feasibility and the necessity of the proposed HYV project, taking into serious considerations:

- a) Current HYV coverage and profile of the milling district.
- b) Previous and current expertise (manpower/logistic) of the proponent to undertake HYV projects.
- c) Available HYV Nursery site/area for a three-year period
- d) Future demand of the HYV in the district to ensure cane point takers.
- e) Availability of HYV Propagation materials for the intended nursery

1.0.2 The Mill District Officer, concurred with by the project proponent submits the project proposal to RDE Department (QC or Visayas) for initial review.

1.0.3 On positive result, the RDE Manager endorses the project to Planning and Policy Department for further review and documentation.

1.0.4 The MDO, in coordination with SRA Monitoring Team shall jointly monitor the HYV project.

1.0.5 Being the requisitioner, the RDE Department shall ensure the full liquidation of all funds availed by proponent on time.

#### **2.0 Policy and Planning Department**

2.0.1 Shall thoroughly review and pass upon the project proposal endorsed by RDE, re-validating the feasibility criteria used by the MDO/MDDC and further to:

- a) Existence of area with proof of ownership/ lease contract.
- b) Existence of accessible propagating materials for the intended nursery.
- c) Technical capability of the proponent.
- d) Pre-assessed volume takers of cane points.

2.0.2 Shall recommend/endorse for approval the SRA-funded project proposal to SRA Board. In case of SIDA-funded



HYV Projects, the PPD shall endorse the project to the concerned SIDA Program Committee for endorsement to SRA.

2.0.3 Shall inform the proponent of the approval/disapproved of the Project.

2.0.4 Shall draft/adopt the Memorandum of agreement (MOA) between SRA and the proponent to be reviewed by SRA Legal Department.

### **3.0 Legal Department**

3.0.1 Shall review/adopt a MOA between the SRA and Project proponent taking into consideration the new provision of this Memo for successful project implementation.

3.0.2 Recommends/Endorses the MOA for Board Approval.

### **4.0 Administrative and Finance Department**

4.0.1 Shall issue of certificate of fund availability (corporate or SIDA-fund) for the HYV project

4.0.2 Shall disburse project fund upon the requisition of SRA implementing unit the RDE, which should be held responsible for ensuring liquidation thereof.

### **5.0 Project Proponent**

5.0.1 Shall prepare the project proposal taking into consideration the MDO inputs/standard requirements for HYV projects.

5.0.2 Shall create a project management team, to oversee the project in coordination with SRA MDO.

5.0.3 Shall comply with terms and conditions of the project approval and of the existing of MOA

5.0.4 Shall implement HYV project proposal as scheduled in the work and financial plan and ensure maximum yields.

5.0.5 Shall report in advance, any delay in the project implementation with justifications/reasons thereof.

5.0.6 Through the assistance of the MDO, shall ensure timely liquidation of project funds to prevent project delays.

5.0.7 Shall ensure that cane points are distributed to beneficiaries, small planters in particular.

5.0.8 In cases where the canes are milled and not distributed as cane points, the proponent should replace the equivalent volume of cane points through outside purchases at their costs. The volume purchased shall be added as part of production for purposes of evaluating the success or failure of HYV project.

5.0.9 Shall ensure the continuity of the projects up to end of the project life using recovered/regenerated proceeds.

#### **D. Project Monitoring and Reporting Requirements**

1. The MDO shall submit quarterly HYV project progress report concurred by the project management team with the following detail:
  - a) Variety
  - b) Month planted
  - c) No. of hectares
  - d) Age of the cane plant as of report
  - e) No. of lacsas produced/purchased
  - f) Number of beneficiaries of cane points
  - g) Amount of sales
  - h) Liquidation status
2. The MDO shall likewise report to SRA any deviation from work and financial plan for the earliest information of SRA, so that corrective actions can still be done, before the whole project totally fails.
3. The IAD and PPD monitoring teams may cause to monitor or audit the project as may be necessary

#### **E. Measurement of HYV Projects Success/Failure**

1. At the end of every cut back, the MDO concurred by the proponent shall evaluate the success of project implementation using hereto attached **Annex A**. The average score for all cutbacks shall be the final scorecard for the HYV project.

## SUCCESS CRITERIA

Criteria	Calculations	Weight (%)
1. Production (include purchases)	# of Lacsas/Targets * 100 * weight	40
2. Savings	Unexpended Balance/Project Budget * 100 * weight	10
3. Liquidation	Liquidated/ availed * 100 * weight	20
4. Beneficiaries	# of Small Farmer/ # of Beneficiaries * 100 * weight	30

2. Unsuccessful HYV projects at the end of project life should justify reasons thereof.

### F. Separability Clause

Memorandum Circular No.1, Series of 2013 is still in force and effect and none of the provisions thereof, as long as consistent with this Memo Circular are either repealed or revoked.

### G. Effectivity

The Memorandum Circular shall take effect immediately after approval.

For compliance.

## HYV PROJECT SCORECARD

As of cutback Number \_\_\_\_\_  
Project Proponent \_\_\_\_\_

Criteria	Weight (%)	Calculations	Weighted Score
1. Production (include purchases)	40	# of Lacsas/Targets * 100 * weight	
2. Savings	10	Unexpended Balance/Project Budget * 100 * weight	
3. Liquidation	20	Liquidated/ availed * 100 * weight	
4. Beneficiaries	30	# of Small Farmer/ # of Beneficiaries * 100 * weight	
Total			
Rating			

**Legend:**

90-100%

70-89%

Below 70%

**Rating**

Very Successful

Successful

Unsuccessful

Prepared by:

\_\_\_\_\_

MDO

Concurred by:

\_\_\_\_\_

Proponent