



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
MIMAROPA Region  
Provincial Environment and Natural Resources

July 6, 2021

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region  
1515 L&S Bldg, Roxas, Blvd.,  
Ermita, Manila

**THRU** : The ARD for Technical Services

**FROM** : The OIC, PENR Officer

**SUBJECT** : **REQUEST FOR RESOURCE SPEAKER ON THE CONDUCT OF  
TRAINING ON DEVELOPMENT SKILLS ENHANCEMENT OF  
CBFM PO/PARTNERS**

This is in connection with the target of Occidental Mindoro under CBFM CARP Project for the year 2021- Organizational Development Skills Enhancement.

The training on Development Skill Enhancement of Community Based Forest Management (CBFM) Peoples' Organization /Partners within Occidental Mindoro is scheduled on July 13-14, 2021 at Aroma Family Resorts Complex, Barangay San Roque II, San Jose, Occidental Mindoro.

Relative hereto, may we request the following personnel from Regional office to be our resource person on the said event:

NAME	DIVISION	TOPIC
1. <b>Jaime Ancheta Jr.</b> Chief, Production Forest and Management Section	Conservation and Development Division	DBP agroforestry guidelines
2. <b>Nazar S. Cortuna</b> Chief, Accounting Section	Finance Division	Financial Management/Basic Book Keeping

Further, please be informed that our initial resource person for Financial Management is Accountant III Donebelle S. Mesina however, she is currently under quarantine due to COVID-19. Hence, this request.

Attached herewith is the program of activities for your reference.

For information and consideration.

  
**ERNESTO E. TAÑADA**

**ORGANIZATIONAL DEVELOPMENT SKILL ENHANCEMENT OF COMMUNITY  
BASED FOREST MANAGEMENT (CBFM) PEOPLES' ORGANIZATION /PARTNERS  
WITHIN OCCIDENTAL MINDORO**

*Program of Activities  
July 13-14, 2021*

TIME	ACTIVITY	PERSON RESPONSIBLE
<b>DAY 1</b>		
7:00-8:00AM	<b>Arrival and Registration</b>	
8:00-9:00AM	<b>OPENING PROGRAM</b>	
	Prayer	
	National Anthem	
	Welcome Remarks	CENR Officer-San Jose
	Inspirational Message	Chief, TSD
9:00-11:00AM	Presentation of Status of Accomplishment of POs	CENRO CBFM Desk Officer
11:00-12:00PM	Financial Management/Basic Book Keeping	
12:00PM-1:00PM	<b>Lunch Break</b>	
1:00PM-2:00PM	Workshop on Book keeping	
2:00PM-3:00PM	Basic Parliamentary procedures for meeting	PENRO CBFM Desk Officer
3:00PM-4:00PM	Preparation of Project Proposal	DTI
4:00PM-5:00PM	Upland farming for sustainable agricultural practices/program	DA
6:30PM	<b>Dinner</b>	
<b>DAY 2</b>		
6:30AM-7:30AM	<b>Breakfast</b>	
8:00AM-9:00AM	DBP agroforestry guidelines	For. Jaime Ancheta Jr.
9:00AM-10:00AM	DAO 2020-18	Regional Office
10:00AM-11:00AM	Establishment and Operation of Wood Processing Plant	Regional Office
11:00AM-12:00PM	Re-election of Occidental Mindoro CBFM Federation Officers	CBFM Personnel
	<b>Lunch</b>	
1:00PM-2:30PM	<b>ISSUES and CONCERNS</b>	
2:30PM-4:00PM	SITE Visit/Tour at Wine and Vinegar project of Tatsulok ng Pagkakaisa CBFM Association and Kahuyang Guinto CBFM Association	
4:00PM-4:30PM	Closing Program	
4:30PM	<b>DEPARTURE</b>	