



Republic of the Philippines
Department of Environment and Natural Resources
FOREST MANAGEMENT BUREAU

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MEMORANDUM

FOR : All Regional Executive Directors
DENR Regions 1-13 and CAR (Except NCR)

ATT'N. : The Regional CBFM Coordinators

FROM : The Assistant Secretary for Policy, Planning, and Foreign Assisted
and Special Projects, and Director, in concurrent capacity

SUBJECT : **SCHEDULES (BY BATCH) OF THE REGIONAL BLENDED
TRAINING ON FACILITATING COMMUNITY RESOURCE
MANAGEMENT FRAMEWORK (CRMF) FORMULATION**

DATE : **NOV 02 2021**



This refers to the conduct of Regional Blended Training on Facilitating Community Resource Management Framework (CRMF) Formulation from October 2021 to January 2021, authorized by DENR Special Order No. 2021-585 dated 27 October 2021. This training aims to equip the DENR Field Office staff particularly the CRMF Facilitators Team with the knowledge, skills, and confidence to facilitate the formulation of every Community – Based Forest Management Peoples Organization's CRMF and to use this as a means in community reorganization.

In line with the said training, please be informed of the following schedules by batch as agreed during the consultation with the Regional CBFM Coordinators. Further, the schedules for DENR Regions 6 and 9 per DENR Special Order will be changed as their previous schedule of 23-25 November 2021 has been in conflict with the schedule of the Training on Bamboo Product Development and Marketing to be funded by Asian Forest Cooperation Organization (AFoCO), which both Regions are also involved.

Batch Schedule	Regions/Offices
1. October 27-29, 2021	1, 7, and 13 (CARAGA)
2. November 9-11, 2021	2, 4A (CALABARZON), and 4B (MIMAROPA)
4. December 7-9, 2021	8, 9 and 12
5. January 11-13, 2022	5, 6, FMB and DENR-CARP NCO
6. January 18-20, 2022	CAR and 3
7. January 25-27, 2022	10 and 11

Further, all DENR Regional Offices are requested to provide data and information of two (2) CBFM-People's Organizations (POs) in your area of jurisdiction, preferably with CRMF target for updating/formulation in CY 2022 and located in separate provinces. The required data and information are as follows:

1. Updated shapefiles and related data sets of their CBFMA map; and
2. Brief (in-bullet form) CBFM-PO profile with some basic information on its projects, finances, assets, organizational leadership, systems and some issues and concerns.

The above said data and information shall be submitted through the email of Community Forestry Section (CFS) at **fm2cbfm@gmail.com** or to their respective CFS Focal Person **03 November 2021** except with DENR Regions 1, 7 and 13 as they need to submit the above documents on much earlier time. The Regions are also requested to prepare other related documents of their selected CBFM-POs such as copy of CBFM Agreement, PO registration and other related plans within the location of the CBFM-PO i.e. Watershed Management Plan, Barangay Development, among others. Upon submission to the CFS, the Regional CBFM Coordinators are also requested to share the above said data and information to their respective regional participants for initial review and study in preparation for the training.

The above-mentioned data and information will serve as references of the participants during the Break-out Session and/or simulation activities during the training. Attached also are the copy of the approved DENR Special Order No. 2021-585 and Training Design.

FOR INFORMATION AND CONSIDERATION, PLEASE.



MARCIAL C. AMARO, JR., CESO III

cc : *The Undersecretary for Field Operations and Environment*



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OCT 27 2021

SPECIAL ORDER

No. 2021 - 585

SUBJECT: AUTHORIZING THE CONDUCT OF REGIONAL BLENDED TRAINING ON FACILITATING THE COMMUNITY RESOURCE MANAGEMENT FRAMEWORK (CRMF) FORMULATION FROM OCTOBER 2021 TO JANUARY 2022

In the interest of the service and to ensure the effective and efficient implementation of Community-Based Forest Management (CBFM), the conduct of "Regional Blended Training on Facilitating the Community Resource Management Framework (CRMF) Formulation" from October 2021 to January 2022 through online platform is hereby authorized. The following officials and staff are authorized to participate in the said activity:

Forest Management Bureau and Resource Persons

Assistant Secretary Marcial C. Amaro, Jr.	Edna D. Nuestro
Ildefonso L. Quillo	Rosalie A. Imperial
Larlyn Faith C. Aggabao	Abegail Lovely Pasion
Dennis Tacmo	Lemuelle Celis
Dennis Montoya	Ma. Theresa Bailon
Arbie Almalvez	Arsenio R. Alonzo
Rogelio C. Gibe	Ayesha Chennel Abawag
Elvira D. Agpoon	Eileen Grace Quizon
Edward F. Dumrique	Angie Lee Joarque
Joshua S. Saluria	Almar B. Quintana
Ma. Carmela P. Cariaga	Manny Lie Racelis
Pauline Angela Reyes	Cecilia Arquilita
Andrea Danae H. Villanueva	Charles Ivan Fernandez
Ma. Rovelyn D. Tumaneng	Russell Jane Millan
Airene Dela Cruz	John Albert Baloto
Janet B. Martires and her staff	Diana Quebral Vinarao

DENR-CARP National Coordinating Office (NCO)

Engr. Henry Pacis	Orpha Tadosa
Romeo Mendizabal	Romeo Baltazar II
Blesilda Corro	

Cordillera Administrative Region (CAR)

Jennylyn V. Reyes	Faith Ann Buned
Juliefe B. Villanueva	Jemma Martin
Gina Bantiyan	Katlyn Say-awen-Felipe
Melvin Ventura	Nestor Carian
John Mark C. Maduli	Raquel C. Mabanag
Sonia T. Vidad	Vilma Verna Bucatan
Stewart Osting	Rhyzan Lardizabal
Sean Racacho	Virginia Balusdan
Ginalyn Carias	Robert Inumpa

Region 1

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Jernacy C. Contes
Jolyn L. Bandisa
Jherrald Mark N. Fernandez
Rio C. Bersalona
Roman S. Tugade
Lester Parian
Maryrose Oligo
Jimry Dio-as
Raymundo B. Cayat
Jayson Niel De Luna
Estrelita M. James
Karen F. Rabena
Jeusom Jerie Manuel
Trinidad Libertino
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Region 2

Maria Salome G. Bonnit
Severino J. Antonio
Marina A. Malamug
Jose G. Bueno, Jr.
Arnold A. Battung
Marivic P. Felipe
Manuel Ricardo
Elizabeth D. Fernandez
Erma G. Tarayao
Mary Jane P. Manuel
Arnel Aggabao
Lailani G. Hurado
Armando L. Urbano
Claribel R. Tomas

Region 3

Rizza V. Villar
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Danilo A. Pascasio
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Adrian De Luna
Jayson M. Tolentino
Denmark P. Illaya
Melvin A. Masin
Noveliza D. Pascual
Ismael Gregorio, Jr.
Rose Faith C. Domingo
Honey Jane Macalinao
Kristine Jane Galang
Emmanuel Flores
Quinne S. Vallejos

Dave Maregrem
Carlo Jay Rodrigo
Gerald Jade I. Shagol
Jessilyn M. Ciano
Melchor Molina
Milanie A. Merino
Raymund D. Taroma
Ruel Tarubac
Roger L. Jacinto
Jana Moriel A. Valiente
Girly Jane B. Sylvania
Mark Cyril O. Padaong
Romel Raboc
Nida Bello
Ramil Somera
Freddie Cayat

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Reynaldo Gutierrez
Arthur L. Sunido
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Kristine R. Calegan
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Kristen Mae Antoinette C. Dela Cruz
Larry Labasan
Christian Bulan
Miguela R. Ramirez
Jestoni G. Gonzales
John Mark G. Domingo
Rosalinda F. Mamaoag
Jomar A. Pimentel
Emelita Jordan
Julie Ann Maniago
Christian Bryan Del Rosario
Aldrin B. Rimas
Jowell Delloso
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Jovelyn B. Gallardo
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Region 4A (CALABARZON)

Maria Sheryl Babao
Lady Alyanna M. Valderrama
Jomar Padilla
Mark Allen B. Abes
Alejandro A. Aro
Corazon D. Ramos
Mirza O. Sales
Karen Gervacio
Jocelyn G. Zamudio
Vrenissa Jane V. Herradura
Richelle Royce Tapulao
Don Mesiah Fabellar
Allan Patricio Q. Tandang
Kattleya Rose M. Suazo
Ian Christopher Rasay
Emelou R. Catipon
Anthony L. Empamano

Region 4B (MIMAROPA)

Jaime M. Ancheta, Jr.
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Amor D. Asi
Emy R. dela Cruz
Connie A. Pito
Mercy A. Fianza
Renalyn C. Rosete
Vanes R. Gadon
Don Gibson Mercado
Chrishell Rose Corpuz
John Mark P. Baalan
Richelle C. Ojario
Paula Mei C. Atienza
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Leny Jagmis
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Region 5

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Minette Marie C. Alcantara

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Burt A. Degollado
Ian Ashley M. Mariano
Elli T. Delos Reyes
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Sharmaine Jane B. Ferrer
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Josephine M. Barrion
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Evan Bryan King Ulic-ulic
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Leah Grace A. Manese
Daniel P. Chica
Keren Jemima D. Gomez
Julie Ann S. Ocfemia
Bea Isabel Mae O. Sarmiento
Leofoldo Macalintal
Rosalina E. Aguila
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Michael Anjelo A. Acuzar
Marielle M. Ngabit
Noriel M. Dulatre
Mario Benedicto S. Salvio
Nino Aloysius B. Colegado
Randy R. Pantoja
Merlyn L. Blaza
Laarni R. Bolido
Elany P. Sanico
Cristy G. Guzman
Diogenes A. Esquillo, Jr.
Sion S. Zunit
Mark Glen T. Managdag
Aleth C. Bundoc

Roussel F. Balaoro
Judie P. Oliquino
Maria Lilibeth E. Garganta
Shara Mae J. Esplana

Alexlie A. Lim
Alexander A. Hestiada
Israel O. Burac
Julie Ann D. Ibasco
Ronnell B. Cabase
Rosalie L. Garcia
Aprille R. Samaniego
Mark Anthony D. Ordiz
Mabelle R. Destacamento
Mark Anthony P. Hilario

Region 6

Nanie Mae B. Sanchez
Therese Pearl S. Diamanase
Jhonila Jean A. Laspinas
Jeanie E. Murieza
Basilio E. Bajoyo
Jerel M. Sibua
Leila S. Butiong
Annie Rose C. Permano
Desiree S. Parohinog
Gliceria J. Ignacio
Othniel T. Bugna
Lykah S. Pontanes
Rosana M. Ponce
Rhea Joy O. Susbilla
Relovelyn M. Dalaguit
Ariel S. Marcasote, Jr.
Alfonso T. Cabahug, Jr.
Mavie B. Ponciano
Luis G. Casiple
Doris C. Atis
Danilo L. Lorilla
John Carlo N. Legada

Region 7

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Christine B. Sarpamones
Reynaldo R. Besinga
Christine Jane M. Matus
Asram M. Bonghanoy
Arvin V. Talaber
Marlinda B. Covero
Luciano L. Cabag-iran
Neciforo L. Tubiano
Jennifer P. Obeda
Sofronio M. Dayaganon, Jr.
Michelle Ann G. Fiel
Ryan P. Lim
Adelo A. Omac
Marino R. Gaudicos, Jr.
Chrisjohn Rey V. Amaro
Jerome B. Lauron
Dennis T. Macahilo

Mary Jean O. Cali-at
Jayson S. Guiriba
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Alona O. Mendoza
May R. Marbella
Sheryl D. De Leon
Enrico C. Diaz
Jomel T. Pereyra
Ivy Lyn C. Baylon

Nathan Jun C. Ramos
Lily Rose D. Deadio
Jinky G. Macario
Jane Iris I. Rola
Jyra N. Isagan
Ramona V. Magramo
Bienvenida W. Sebon
Sunny Boy D. Sarmiento
Franz Lynon G. Garde
Aimeline B. Gavilla
Liesel B. Arabe
Ricardo S. Tutor, Jr.
Jessica E. Neodama
Rosie P. Pablico
Jodelyn Y. Ramos
Maria Theresa B. Erellana
Ramon L. Maleriado
Joelan E. Luberas
Marvin H. Malaga
Kimberly P. Pahayahay
Mary Ann A. Baldove
Corazon B. Malate

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Edmund F. Gacis
Maribel D. Estender
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Chonita J. Pino
Jerson O. Sagayno
Jenefer A. Pocdol
Abstinencia D. Miranda
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Merlita D. Tinay
Mary Ann M. Enriquez
Helen P. Arcayan
Endrico Q. Sarong
Cherryline V. Barrera
Charie Mae C. Herrera

John David D. Emeperado
Ryd B. Banguis
Reynaldo F. Cariñosa
Geraldo P. Cordero, Jr.

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Raquel D. Dabuet
Jufamar Fernandez
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Marilou L. Baquilod
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Rechella C. Clitar
Leonel P. Abe
Arwin P. Torculas
Christopher O. Domael
Tristan Leo P. Cordita
Jessa C. Nuñez
Dailinda T. Villamor
Kalvin Vince C. Jaime
Miguel M. Castillo
Devon Nexxus Nerza
Mona Ricka M. Ortego

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Ernalyn M. Gorit
Syrine A. Butt
Maria Isabel S. Coreen
Gildo Tangalin
Rose Ann Tuble
Bienvenido A. Lumasay, Jr.
Lea Joy R. Cagbabanua
Lesaide A. Lira
Arlyn Cuba
Grace Bolaño
Mischelle J. Wee
Geraldine Sudosta
Laryll Lareda
Mark Alpad
Marlow Catubay
Emelin Alcaria

Region 10

Cathy B. Escuzar
Shirley L. Lachica
Kizzy Kaye R. Navarro
Eden Marie F. Gamos
Lyka Ann H. Salvane
John Aizer B. Simudlan
Yvonne May A. Retes

Marrieta M. Lagutiman
Mary Von G. Totesoa
Lelanie O. Manginsay
Elleaser P. Caballero

Valentin B. Montes
Bonifacio N. Polinar
Leah S. Maceda
Luis J. Tan
Leilani H. Lacaba
Leo C. Cinco
Jommer R. Pajanustan
Regie F. Jumadiao
Emelie B. Buligan
Wincel M. Nuñez
Jason R. Gases
Bernalyn A. Tiusen
Jove C. Mandras
Ma. Neressa M. Bathan
Ronnel S. Saavedra
Danilo M. Angcanan
Marjory O. Aquino
Lydhela A. Namit

Phoebe Delos Santos
Renato Sapalo
Jenefer L. Sanoria
Hector F. Lusaya
Junar Pritz E. Gabayno
Edmarie F. Cagan
Renard S. Palen
Reynaldo Hibaya
Edmond P. Albento
John Carlo P. Dumapias
Richard Mark V. Fajardo
Maylen C. Dagodog
Allan Brian F. Pogoy
Manalyn S. Lareda
Jubail Fernandes
Queen Chin Engco
Rose Eneterina

Dale Adam A. Capa
Lloyd Jayson W. Ferrer
Nycel S. Barbadillo
Rybach E. Jaquilmac
Nadina S. Labuntog
Ananias C. Serrano
Jezamae G. Alejay

Zosima D. Fabre
Marben John B. Jose
Ian P. Baay
Ronald C. Zaballero
Mohamad Adskir M. Sadjail
Emmanuel J. Orbeta
Raihan S. Bascara
Rudymar G. Cahapay
Mark Ian T. Castaños
Wena Marie B. Dagondon
Joenel A. Capuyan

Region 11

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Rommel J. Dula
Ermer Basco
Ramil Ramos
Daisy A. Alvarez
Dhax Acero
Melyjane L. Duyan
Ray Palma Gil
Michael Angelo A. Lavarez
Hydiliza C. Bermejo
June Ella C. Cuizon
Ronald Cervantes
Henry F. Benignos
Arish D. Verano
Claudine May N. Gabaton
Harvey Jey Sabio
Cesar Lingania
Alma M. Millana
Jaime Valdestamon Jr.

Region 12

Wilma C. Saladero
Nelson P. Duhig
Sihawe A. Dalidig
Amanda B. Reyes
Richel L. Sario
Michael Pacete
Gemma N. Olivo
Ivy D. Blando
Billy John M. Gaya
Aisa V. Abdulaziz
Salahudin M. Pukunum
Maricel C. Baylon
Sittie Aisah B. Gubat
Winemar P. Onggona
Anita B. Reyes
Garex Christian C. Al-ag
Charlyn R. Cailing
Abdul Mohaimen H. Mangorobong
Joy Lezada-Lamoste Jaco

Alma A. Gomez
Sundae C. Hioca
Nollie C. Vistal
Mohaimen P. Musor
Abdul Mohaimen M. Lucman
Jamal S. Daud
Mary Jean L. Uba
Nikki Ann B. Dela Victoria
Billy Gil S. Cañada
Christy A. Canda

Renee Apette O. Añora
Niesheena Mae B. Liwana
Alex Dicampong
Jerson Guillas
Marvin Castrence
John Mark C. Sumaluyan
Gerry Cudino
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Perlito Tabanao
Carmalyn C. Nesperos
Ma. Concepcion D. Estacio
Mary Ann P. Mandaguio
Melfe C. Uy
Kaycee G. Tabale
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Almie A. Castro
Francis Amor Poleran
Ronald O. Baguiohanon

Leonida Liza Q. Curias
Hosni M. Doro
Abdulnagib T. Ringia
Suzette C. Lao
Kent Cabuena
Venice B. Montejo
Andy Cel D. Dela Cruz
Marilyn M. Leal
Joy M. Melodias
Dennis M. Pacatang
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Salic M. Panambolan
Preciosa Amor B. Dela Peña
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Region 13 (CARAGA)

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Jiky S. Rosales
Louella S. Hernandez
Aireen A. Celeste

Jennifer R. Abucejo
Leonito C. Ramos, Jr.
Francisco C. Etom
Gelamae P. Renconalla
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Leonida T. Quiboyen
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Schedule of Regional Training per Batch


Batch Schedule	Regions/Offices
1. October 27-29, 2021	1, 7 and 13 (CARAGA)
2. November 9-11, 2021	2, 4A (CALABARZON) and 4B (MIMAROPA)
3. November 23-25, 2021	6 and 9
4. December 7-9, 2021	8 and 12
5. January 11-13, 2022	5, FMB and DENR-CARP NCO
6. January 18-20, 2022	CAR and 3
7. January 25-27, 2022	10 and 11

All expenses to be incurred such as, but not limited to, mobile data/internet connection costs, supply/materials, and other fees/expenditures of/for FMB personnel shall be charged against CBFM-CARP Funds. On the other hand, all expenses to be incurred for DENR-CARP National Coordinating Office (NCO) and Regional Offices participants shall be charged against their respective offices, subject to usual accounting and auditing rules and regulations.

The Director of the Forest Management Bureau is hereby authorized to reschedule the conduct of the activity when necessary.

A report shall be submitted to the undersigned within fifteen (15) days after the completion of the activity.

This Order takes effect on the dates specified therein.


ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
FOREST MANAGEMENT BUREAU**

TRAINING DESIGN
on Regional Blended Training on Facilitating CRMF Formulation

I. RATIONALE

Every holder of Community-Based Forest Management Agreement (CBFMA) has a responsibility to prepare their Community Resource Management Framework (CRMF) with the assistance of the Department of Environment and Natural Resources (DENR). The CRMF is the strategic plan of the community on how to manage and benefit from the forest resources on a sustainable basis. It describes the community's long-term vision, aspirations, commitments and strategies for the protection, rehabilitation, development and utilization of forest resources.

The DENR Field Office staff's role in CRMF formulation and updating is very important. Most communities are not used to document their plans, hence, the DENR Field Office staff particularly the designated CRMF Facilitators Team help facilitate the framing of every CBFMA-PO's CRMF. By policy, the CRMF is required to be submitted to DENR for affirmation within 30 days after the issuance of the CBFMA. Together with the CRMF is a more specific set of projects and activities for the period of 5-years, called the Five-Year Work Plan (FYWP). Both plans are expected to present development initiatives that will boost environmental condition as well as socio-economic and well-being progress of the subject CBFMA holder. The CRMF is further reviewed every 5 years to ensure that the framework remains responsive to the present and anticipated conditions in the community and the area.

With the process, the 30-day period and the kind of outputs being required from CBFMA holders, they truly need the assistance of CRMF Facilitators Team to formulate (or update) their CRMF and FYWP. However, many of the field office staff are new and untrained on serving as CRMF facilitators, and with the Covid 19 pandemic still a challenge to everybody, then this learning event will be very useful to them. In addition, the said learning event will emphasize the use of CRMF as a tool in reorganizing the inactive CBFMA-POs.

This learning event is called a "blended training" because it will have two parts. Part 1 is the 3-day virtual training of lectures, discussions and classroom simulations; while Part 2 is the Actual CRMF Facilitation exercise. It will make full use of FMB Technical Bulletin No. 20 "Enhanced Guidelines and Procedures in the Preparation/Updating of the Community Resource Management Framework (CRMF) and Five-Year Work Plan (FYWP) for the CBFMA" and DENR Administrative Order No. 2021-17 "Guidelines for the Affirmation of CRMF and Approval of FYWP of the Holders of CBFMA". The latter is the recent policy issued that placed the whole CRMF process onto the DENR Field Offices, thus the very importance of capacitating field personnel on CRMF facilitation and use of it as tool in community reorganization.

II. OBJECTIVES OF THE TRAINING

This training aims the DENR Field Office staff particularly the CRMF Facilitators Team per region are equipped with the knowledge, skills and confidence to facilitate the formulation of every CBFM-PO's CRMF and to use this as a tool in community reorganization.

More specifically, it is expected that within the training period, the participants:

1. Verbalize understanding and appreciation of their roles as facilitators;
2. Describe the important functions, involvement and levels of DENR authorities in relation to CRMF and FYWP formulation up to its affirmation and approval, respectively;
3. Discuss the important steps in preparing a PO Planning Team and in formulating, ratifying and writing a PO-designed CRMF based on existing guidelines;
4. List practical measures by which the health and wellness of CRMF Facilitators Team, PO Planning Team members and the general PO population will not be compromised during any scheduled activity related to CRMF Formulation; and
5. Practice facilitation skills that are vital in the process especially in the reorganizing inactive CBFM-POs but attuned to the challenges of the Covid 19 pandemic.

III. EXPECTED RESULTS

The following outputs are expected from this training,

1. Outputs (within the actual training period)
 - Simulated localized or translated technical mapping terms;
 - Simulated SWOC of a PO of every trainee or by-region;
 - Simulated VMGO statements taken from the SWOC and Community Map;
 - Short-list of some potential partner-stakeholders of/for the CBFM-PO; and
 - Clear flowchart of the CRMF and FYWP formulation to affirmation and approval based on DAO 2021-17 and FMB Technical Bulletin No. 20.
2. Outcomes (after the training; for CY 2022); one or more of the following, depending on the Re-entry Plan and the limitations and uncontrollable conditions in the field:
 - PO Planning Team formed and oriented;
 - Preparations made for the CRMF formulation workshop;
 - Documentation of an actual CRMF workshop and/or ratification session;
 - Draft or final CRMF and FYWP;
 - Ratified CRMF; and
 - CRMF packaged for affirmation and approval.

IV. RECOMMENDED LEARNERS/PARTICIPANTS

This training shall be attended by representatives of CRMF Facilitators Teams formed per Region. Some of these teams include a representative from the CENR, PENR and the Regional Offices. While the teams may be composed of more than three staff, they are expected to have:

1. At least 1 GIS expert from the CENRO or PENRO or RENRO who shall be in-charge of all matters related to the CBFM-PO's maps and other matters on the CBFM area's biophysical condition; and
2. One or more field office staff who shall be in-charge of facilitating sessions as well as of gathering and analyzing PO data on social and economic conditions.

Trainees will come from these CRMF Facilitators Teams, arranged by-batch from all regions excluding however NCR and the BARMM with at least 30-35 participants per Region. Representatives from the FMB including special projects, and DENR CARP National Coordinating Office. A separate group for FMB can be formed and included in the list of trainees. It is best to select participants who are:

- a) Assigned as focal staff of particular CBFM-POs,
- b) Have (assigned) CBFM-POs which are scheduled to formulate or update their CRMFs within CY 2022; and
- c) Preferably, (for the GIS expert) has experienced GIS-based mapping in CBFM areas.

The Regional CBFM Coordinator will be largely involved in selecting the participants for this training. The three regions (i.e., 1, 5 and 11) which had a training like this during the AFoCO Regional CFM Planning Project shall prioritize to this training their staff who did not avail the similar training.

V. MONITORING AND EVALUATION

The Training Needs Assessment

A Training Needs Assessment (TNA) developed by the FMB's Assisting Professional (AP) cum lead facilitator for this training and distributed by FMB through the Regional CBFM Coordinators was accomplished by a total of 388 respondents, or almost 100% of the target learners/trainees per batch (region). Results of the TNA became the basis for designing this training.

The Three-Level Assessment

In order to check on the impact of the training on the learners/participants, the following shall be the forms of assessment to be used during and after the training/learning event (*adopted from Donald Kirkpatrick's Levels of Evaluation*). The three-level assessments will be conducted to all of the learners.

Level 1: Reaction

The AP shall develop a Pre-Training Self-Assessment Form and a Personal Profile Form that will serve as the baseline of every learner's knowledge, skills and attitude over certain matters related to CRMF facilitation. The two forms shall be sent a week before the actual training (of every batch) to all target trainees. Forms shall be collected and answers will be collated by the lead resource person in collaboration with the FMB training coordinators. Any glaring common weakness in the assessment shall be useful in the Lead Trainer's decision to give more time to certain sessions. The same tool shall be administered to the participants at the end of the training, this time as "End-of-Training Self-Assessment".

Moreover, the AP shall impose some session exercises that will help gauge learning and application of inputs by the trainees. This will include virtual quizzes, quizzes in paper, recapitulations, discussions (sharing/application of inputs), and other reflection-learning exercises. There too will be daily evaluations to determine which daily topics have strongly created a change in the participants' knowledge, skills, and attitude.

Level 2: Learning Gained

Overall learning gained from the training will be determined through the end-of-training evaluation which will be accomplished by the trainees/learners after the closing program and before the training window (zoom) closes on the last day. This will be accomplished without the presence of the lead trainer to avoid "influencing" the results of the evaluation. A link to the tool shall be posted by the co-facilitator. The analysis of this evaluation (every batch) shall be included in the training report. Useful points shall also be considered in the succeeding training batches. An overall quiz may be imposed as well to assess the trainees' absorption of inputs from the whole length of the training.

Level 3: Application

The training will end with a "Re-Entry Plan" from each participant for their application of the lessons from the training within at least 6 months. The Re-entry Plan shall reflect the schedule of at least one CBFM-PO for its CRMF formulation or updating. Such will be the basis of the Regional CBFM Coordinator (RCBFMO) and the focal person/s from FMB (i.e. CFS-FRMD) when they conduct follow-up and monitoring of the trainee/s. Such monitoring can be a chance for the focal person/s to mentor the CBFM staff in their application of the skills taught in this training.

VI. THE TRAINING DESIGN (MAIN CONTENTS AND FLOW OF DISCUSSIONS)

This training shall be composed of two parts, with the first part to be done in virtual mode, and the second part to be done in actual field scenario. The trainees will receive a completion certificate for each Part.

Part 1. Virtual Sessions - The first part shall involve more lectures, discussions, reflections, sharing and simulated exercises. While these sessions are better conducted in classroom

mode, yet because of the continuing challenges of Covid 19 pandemic, they shall be conducted in virtual mode, until the situation gets better. This part shall include the following contents as described in this design.

Day/ Time	Module	Topics	Resource Person	Method
Day 1 8:30- 8:45	Introduction to the Course/ Training	Opening Program <ul style="list-style-type: none"> ➤ Setting the Tone; Introduction of participants ➤ Prayer ➤ Inspirational Message ➤ Norms of the training 	FMB Host: Russell Millan Pauline R. ASEC M. Amaro Jr. Russell Millan	
8:45- 9:00		Pre-Diagnostic Test	Albert Baloto & Janet Martires	
9:00- 9:15		Background of the Training <ul style="list-style-type: none"> ➤ Rationale for the training ➤ Objectives ➤ Modules and The Two Main Parts of the training ➤ Expected outcomes 	Rosalie Imperial/FMB	
9:15- 9:45	Module 1: Planning and the CRMF	A. Planning vs Failing <ul style="list-style-type: none"> ➤ Concept of planning and developmental planning ➤ Principles in developmental planning <ul style="list-style-type: none"> • Levels of authentic Participation 	Janet Martires (AP)	Roleplay Lecture- discussion
9:45- 10:00		B. CRMF: A Community Development Plan <ul style="list-style-type: none"> ➤ CRMF: Nature and Principles ➤ CRMF: A CBFM-PO Obligation ➤ CRMF and its Contribution to different levels of Development Agenda 	Janet Martires (AP)	discussion
10:00- 10:10		Health Break		
10:10- 10:30		C. CRMF: A Strategy for Sustainable Development <ul style="list-style-type: none"> ➤ CRMF and Sustainable Development ➤ CRMF and sustainable forests ➤ CRMF and strong/resilient POs 	Janet Martires (AP)	Presentation; breakout and plenary discussions; reflection

Day/ Time	Module	Topics	Resource Person	Method
10:30- 11:30	Module 2: The CRMF and FMB Technical Bulletin No. 20 & DAO 2021-17	A. CRMF-related Policies and Updates <ul style="list-style-type: none"> ➤ FMB Technical Bulletin No. 20 ➤ DAO 2021-17 	Rogelio Gibe/FMB	Quiz-iz Discussion Plenary open forum
11:30- 12:00		B. The CRMF Facilitators Team <ul style="list-style-type: none"> ➤ Roles and Functions ➤ Working as a Team ➤ The Special Order 	Janet Martires (AP) and Elvira Agpoon (FMB)	Discussion; workshop; breakout session or jamboard
12:00- 1:00		LUNCH BREAK		
1:00- 1:10		Energizer	Albert Baloto & Russell Millan	
1:10- 1:30	Module 3: Preparing for CRMF Formulation	Introduction: The Process/Steps	Janet Martires (AP)	Presentation
1:30- 4:15		A. <u>The CBFM area's Geographical Expanse</u> <ul style="list-style-type: none"> ➤ Importance of accurate geographical information ➤ The GIS and RS System <ul style="list-style-type: none"> • Difference with the old mapping system • Usefulness/advantages of the system in planning ➤ Maps Necessary in CRMF Planning <ul style="list-style-type: none"> • Important Terminologies • Different types of maps • Their uses in CRMF/ Importance as planning tool ➤ Community mapping <ul style="list-style-type: none"> • Nature • Use / importance in CRMF planning • Participatory community mapping: process and reminders • Expected output 	Dennis Tacmo / GIS expert (FMB)	Lecture- discussion Presentation of samples

Day/ Time	Module	Topics	Resource Person	Method
		<ul style="list-style-type: none"> ➤ Vision map: Introduction <ul style="list-style-type: none"> • Nature • Importance in CRMF ○ Note: Full details on how to facilitate the process will be discussed in the next module 		
4:15- 4:30		Take-aways (breakout session)	Host team	
4:30- 5:00		Synthesis of Day 1 Evaluation of Day 1	Host: Russell Millan	
Day 2 8:30- 8:45		Opening Day 2; Recap of Day 1	Host: Day 2/ Pauline Reyes (FMB)	
8:45- 10:00		B. Community Profiling <ul style="list-style-type: none"> ➤ The CBFM Components <ul style="list-style-type: none"> • Important community data ➤ Records Review <ul style="list-style-type: none"> • Records to look for • Related data/literature to visit • Guide questions: The Secondary Data Checklist • A Peek on Existing Plans (CLUP, FLUP, CDP, Provl Investment Plan) 	Janet Martires (AP)	Exercise discussion
10:00- 10:10		Health break		
10:10- 12:00		C. Forming and Mobilizing the PO Planning Team <ul style="list-style-type: none"> ➤ Creating Local Planning Teams <ul style="list-style-type: none"> • Rationale in creating local planning teams • Multiplicity and Inclusivity in Composition • Criteria, Requirements, process in forming a PO Planning Team • Roles and expected outputs ➤ Mobilizing and sustaining the PO Planning Team <ul style="list-style-type: none"> • Getting commitment to the whole process 	Janet Martires (AP) / Pauline Reyes (FMB)	

Day/ Time	Module	Topics	Resource Person	Method
		<ul style="list-style-type: none"> • Mobilizing and Sustaining Interest and Participation 		
12:00-1:00		LUNCH BREAK		
1:00-1:10		<i>Opening the afternoon session; energizer</i>		
1:10-2:30	Module 4. Facilitating the CRMF Planning Process	A. Facilitation for Better Participation <ul style="list-style-type: none"> ➤ What is a facilitator; proper attitudes/behaviors ➤ Different types of facilitators ➤ Best Ways and Techniques in facilitating planning sessions 	Janet Martires and guest Resource Person	Video-lecture Virtual Fishbowl Discussion
2:30-4:30		B. Conducting the SWOC <ul style="list-style-type: none"> ➤ What is a SWOC ➤ Decoding/simplifying the SWOC: Guide Questions ➤ 4 components to SWOC in CRMF Planning ➤ Techniques in facilitating SWOC sessions 	Janet Martires and guest Resource Person	Simulation of SWOC of 2 sites per region
4:30-5:00		Closing Day 2 Synthesis and Take-aways Evaluation of Day 2	Host for day 2	
Day 3 8:30-8:45		Opening Day3 Recap of Day 2		
8:45-12		A. Formulating the VMGO <ul style="list-style-type: none"> ➤ What is VMGO ➤ Formulating the VMGO <ul style="list-style-type: none"> • Stating the Vision • Identifying one's mission and core values • Stating Goal and Objectives • Identifying strategies and activities 		Simulation VMGO review/setting for 2 sites per region
1:00-2:00		B. Vision Mapping <ul style="list-style-type: none"> ➤ Using the maps in designing the 25-year vision/development map ➤ Nature ad Use /importance in CRMF ➤ Use/importance in SFM ➤ How it is participatorily done 	GIS Experts Team /FMB	Sample vision map exercise
2:00-3:00	Module 5: Post-Planning Activities	A. Ratifying the CRMF <ul style="list-style-type: none"> ➤ necessary preparations for ratification <ul style="list-style-type: none"> • linking with/inviting other stakeholders and partners 	Janet Martires	Workshop/listing of ratification rules Lecture-video

Day/ Time	Module	Topics	Resource Person	Method
		<ul style="list-style-type: none"> ➤ rules on quorum in ratification ➤ suggested program flow of CRMF Ratification ➤ post-ratification activities 		
2:30- 3:00		B. Writing & Packaging CRMFs <ul style="list-style-type: none"> ➤ the template ➤ Tips in writing ➤ Main elements of a packaged CRMF 	Janet Martires	Agreement on simple template and main elements of a CRMF
3:00- 3:10		Health Break		
3:10- 3:30		C. Submitting CRMFs & FYWP: Some Policy Reminders <ul style="list-style-type: none"> ➤ Reiterating DAO 2021-17 ➤ RA 11032: Ease of Doing Business & Efficient Delivery of Govt. Services 	Edward Dumrique and Janet Martires	Discussions Video (Youtube)
3:30- 4:00	Module 6. The CRMF Facilitators Team Re- entry Plan	The Re-entry Plan Introduction to Part 2 Schedules and outputs required	Breakout discussions	Workshop
4:00- 5:00		Closing the Training <ol style="list-style-type: none"> 1. End-of training evaluation 2. Diagnostic Test 3. Preliminary Graduation <ol style="list-style-type: none"> a. Impressions b. Closing message 	FMB AD E. Nuestro	

Part 2. Actual CRMF Facilitation – This part will be undertaken by the learners as they go back to their respective offices- or areas-of-assignment. The re-entry plans crafted during the classroom/virtual training will be blended with actual field experience. Such actual exposure is not only a training exercise but an actual facilitation of CRMF planning. The sites/CBFM POs where the learners will use their capabilities in facilitation are best selected with these criteria:

- Primarily, the site or CBFM-PO included in the targets of the CENRO to formulate or update its CRMF during (this) practicum period;
- CBFM-PO most needing assistance from the field office staff to craft or update its CRMF;
- Most preferably, CBFM-PO with first-time exposure in CRMF formulation; and
- CBFM site has zero case of COVID-19 positive.

During the practicum, the trainees will be required to make a documentation (i.e., journal and video) of the practicum as means to verify grounded practice should the AP and FMB focal persons could not conduct actual mentoring and coaching to the trainees.

A post-practicum workshop tentatively titled as “Sharing Workshop on Lessons and Experiences from Facilitating CRMF Formulation” shall be called by FMB for all the trainees. It shall be set about 6 months after the first day of practicum (Par II) begins. It shall use the zoom window again for easier and safer means. But because the training population may reach more or less 500 participants (30-35 pax in each of the 15 regions including FMB participants), it is being recommended that this workshop be held in two or three groups --- by-island (Luzon, Visayas, Mindanao) or randomly mixed regions.

The workshop shall aim for the following:

General Objective: At the end of 2 days, the trainees shall be able to collect and process lessons from the practice of facilitating CRMF Formulation and thereby pose recommendations for any further improvement needed in the process.

More specifically, the workshop session shall be able to allow the participants to:

- i. Share personal experiences in preparing for and conducting CRMF formulation process on the ground;
- ii. Identify facilitating and hindering factors in running a CRMF formulation process; and
- iii. Recommend practical technical and social ways, techniques and tools, and/or policy reforms in support of CRMF formulation process.

Expected outputs from the workshop shall be:

- a. Documentation of the workshop (by-batch); and
- b. Recommendations for possible process or policy improvement.

The workshop can follow this proposed design in the next page. The follow-up, mentoring, coaching and monitoring by FMB focal persons with assigned regions (during the practicum) shall be used to determine trainees with good experiences to present during the workshop.

**SHARING WORKSHOP ON LESSONS AND EXPERIENCES FROM FACILITATING
CRM FORMULATION**

A 2-day Post-Practicum Workshop

Day/time	Module	Topics	RP	Methodologies
Day 1 8:30-9:00	Introduction to the workshop	Opening Program <ul style="list-style-type: none"> • Setting the Tone;<i>Kamustahan with the Trainees</i> • Inspirational Message • Rationale and Objectives of the Workshop • Expected outcomes • Norms of the Workshop 	CFS or HRD FMB	
9:00-9:30	Part 1: Balik-Tanaw (The Practicum Program)	1. The Practicum <ol style="list-style-type: none"> a. Objectives of the practicum b. The targets c. Schedule 	FMB	Discussion
9:30-10:00		1. Facilitated Self-Assessment (Happy-Not Happy; Easy-Difficult)	AP & HRD	Self-assessment in virtual exercise
10:00-10:10		Health Break		
10:10-3:00	Part 2. How did We Do it?	Presentations/Our Stories <ol style="list-style-type: none"> a. Strictly following the Technical Bulletin and Training tips b. Unique techniques tried/tested c. Working Together as Team of Facilitators d. Maintaining the Role of Facilitator, Avoiding Influencing the Output e. How to Move the PO Planning Team f. Simplifying Seemingly Difficult Processes for the PO 	Selected presenters; AP for the plenary moderation and processing	Presentations Plenary discussions jamboard
3:00-4:00		Processing the presentations Take-aways	AP	Plenary processing or facilitated breakout processing guide questions to be provided

4:00-4:45		Closing Day 1 Schedule for Day 2; assignments of presentations		
Day 2 8:30-8:45		Opening Day 2 Schedule for Day 2	AP	Plenary
8:45-9:30		Presentations of Group outputs from Day 1 ➤ Our group reflections		
9:30-12:00	Part 3. Proposals for Improvement	Reflection and discussion 1. The effects of DAO 2021-17 2. Rooms for improvement or consideration: a. Process/Steps b. Administrative and technical support c. Encouraging other partner-stakeholders in the process d. Ensuring the implementation of the CRMF (funding, etc.) e. others	AP	Breakout sessions and plenary session
1:00-3:00		Agreement Setting a. any proposals for process improvement b. any proposals for policy consideration	AP	plenary
3:00-4:00		Celebrating GRADUATION	HRD	

VII. METHODOLOGIES

The training coordinators, AP/Lead Trainer and resource persons will make sure that there will be full of learning from this training despite the inability to convene face-to-face. For Part 1, the training will use various conventional methods combined with virtual interactive strategies. These will include:

- Brief lectures (video lectures to feature some lectures by the GIS experts from DENR and the AP)
- Discussions in both plenary and breakout rooms
- Reflection sessions
- Simulated exercises
- Sharing through the Jamboard and other interactive forms
- activating the chat box
- Games and other exercises to break-the-ice
- Workshop
- Writing exercise
- Quiz and other forms to recapitulate and/or check on the understanding of the participants

For the actual facilitation (Part 2 of this training), groups of participants will be mentored and cliniqued by the Lead Trainer, FRMD focal persons and other resource persons during a specific consultation time period that is calendared and agreed-upon with the latter. A Team Journal will help document the experience and concerns of the team of facilitators which will be helpful in describing the concerns during the consultation hour.

VIII. RESOURCE PERSONS

The resource persons (RPs) for this training shall be experts in the fields of session facilitation, planning (CRMf), mapping, surveying and using research methodologies (i.e. records review, profiling, interview). There will be invited RPs from FMB with expertise in the use of GIS and Remote Sensing, as well as those who were involved in the formulation of FMB Technical Bulletin No. 20. Other resource persons, including the Lead Trainer, shall be community development workers from the NGO sector.

IX. DATE AND VENUE

Due to other scheduled training program and activities scheduled by the different offices with the field office staff, Part 1 of this training is scheduled from October 2021 to January 2022 with specific schedules by region/batch as agreed upon by FMB and the Regional CBFM Coordinators, and with one or two free weeks every month to allow for critiquing/assessment and refinement of the training approach and content, and other equally important activities of the FMB (i.e., FRMD, FGDIS). There will be adjustments in the modality of training (i.e., virtual or face-to-face) once COVID-19 restrictions ease. Meantime, Part 1 of the training will proceed in virtual form via Zoom with identified schedule per Region per Batch, as follows:

Schedule of Regional Training per Batch

Batch Schedule	Regions/Offices
1. October 27-29, 2021	1, 7 and 13 (CARAGA)
2. November 9-11, 2021	2, 4A (CALABARZON) and 4B (MIMAROPA)
3. November 23-25, 2021	6 and 9
4. December 7-9, 2021	8, and 12
5. January 11-13, 2022	5, FMB and DENR-CARP NCO
6. January 18-20, 2022	CAR and 3
7. January 25-27, 2022	10 and 11

X. BUDGETARY REQUIREMENT

Initially, the Regional Blended Training on Facilitating the CRMf Formulation is planned to conduct on face-to-face and in actual field settings per region with a budgetary requirement of PhP6,110,863 per approved CBFM-CARP Work and Financial Plan (WFP) of FMB. However, due to continuous rise of people affected with Covid-19, it was decided to conduct

the regional trainings on blended methodologies with a combination of virtual (for lectures) and practicum (actual facilitation exercises). With the change in training methodologies, the budgetary requirement for the training as decreased to **PhP200,125.00** which is brokendown as follows:

Particulars	Number of FMB Staff Involved	Number of Day	Number of Batches	Cost per Day	Total
1. Supplies					20,000.00
2. Communications (internet/mobile data)					
• During Training for FMB staff	35	3	1	100	10,500.00
• During Regional Training	10	3	6	100	18,000.00
• During Post-Practicum Workshop	10	2	1	100	2,000.00
3. Meal Expenses (AM & PM Snacks, Lunch)					
• During Training for FMB staff	35	3	1	475	49,875.00
• During Regional Training	10	3	6	475	85,500.00
• During Post-Practicum Workshop	15	2	1	475	14,250.00
Total					200,125.00