

MONTHLY TRAVEL PLAN
FOR THE MONTH OF MARCH, C.Y. 2022
DENR-PENRO Marinduque

OFFICE/ DIVISION : Technical Services Division
SECTION : Conservation and Development Section

P/A/P (List down specific activities to be undertaken by each claimant)	NAME OF PERSONNEL & POSITION/ DESIGNATION	LOCATION/ DESTINATION	PURPOSE OF TRAVEL	1 ST WEEK	2 ND WEEK	3 RD WEEK	4 TH WEEK	5 th WEEK
-Forest Development, Rehabilitation and Maintenance and Protection	1.Cynthia U. Lozano/Chief,TSD	Boac, Buenavista, Mogpog, Santa Cruz, Torrijos, Gasan	-Request and contract signing/awarding of NGP Projects CY 2022			14 - 18		
			-Accompany PENRO Imelda M. Diaz in the NGP monthly site visit		9 - 10			
-Formulation of CRMF		-Brgy. Malbog, Buenavista	-Monitor activities re: Formulation of CRMF				22 - 23	
-Management of Coastal and Marine Resources/Areas		-Torrijos Municipal Hall	-Provision of Technical Assistance through CEPA			16		
Technical Assistance to LGU								

-Formulation of CRMF	2. Aleth C. Bundoc/CDO II/ Chief-CDS	-Brgy. Malbog, Buenavista	-Creation of PO Planning Team and Orientation Meeting and Community Mapping in the preparation of draft CRMF				22 - 23	
-Forest Development, Rehabilitation and Maintenance and Protection			-Request and contract signing/awarding of NGP Projects CY 2022			14 - 18		
			-Accompany PENRO Imelda M. Diaz in the NGP monthly site visit	9 - 10				
-Management of Coastal and Marine Resources/Areas		Torrijos Municipal Hall	-Provision of Technical Assistance through CEPA			16		
Technical Assistance to LGU								

-Forest Development, Rehabilitation and Maintenance and Protection	3. Maria Elena M. Parañaque Forester I/ NGP Coordinator	Boac/ Buenavista/ Mogpog/ Sta. Cruz/ Torrijos/Gasan	-Request and contract signing/awarding of NGP Projects CY 2022 -Assist PENRO Imelda M. Diaz in the NGP monthly site visit -Monitoring and Supervision of NGP activities- CSD, Yr2 & Yr3 M&P, EP & Nursery Establishment	1 - 4	7 - 11	14 - 18	21 - 25	28 - 31
-Management of Marinduque Wildlife Rescue Center (MWRC)	4. Danilo L. Martinez/Forester II/SPA-IPT Focal Person/ Head, Biodiversity Unit/Chair, TIC (NGP, CBFM & Infrastructure Project)	Sitio Talisay, Bonliw, Torrijos	-Conduct of monitoring and supervision of the activities within the MWRC	3		15 - 16		
-Management of Seed Production Area/Individual Plus Trees (SPA IPTs - Seed Production Area/ Individual Plus Trees		Sitio Maulawin, Dampulan, Torrijos, Marinduque	-Conduct monitoring and supervision (Seed collection) and orientation of hired Science Aide and caretaker		8 - 9		22 - 24	
-Marine turtle monitoring		Brgys. Lupac, Boac, Poctoy, Torrijos, Mompong, Santa Cruz, Masiga, Gasan, Daykitin, Buenavista	-Monitoring of nesting sites			17 - 18		

-Forest Development Rehabilitation, Maintenance and Protection	5. Ronald M. Matining/ Mathematician Aide II/ NGP Staff	Boac, Buenavista, Mogpog, Santa Cruz, Torrijos	-Assistance in the NGP contract signing for CY 2022 -Assist PENRO Imelda M. Diaz in the NGP monthly site visit -Monitoring of EP and provision of technical assistance in the NGP activities	1 - 3	8 9 - 10	14 - 18	22 - 24	
-Forest Development, Rehabilitation, Maintenance and Protection	6. Ricky L. Pereda/Forest Technician I/NGP Staff	Torrijos, Buenavista, Boac, Mogpog, Santa Cruz	-Assistance in the NGP contract signing for the year 2 & 3 of bamboo plantation in Brgy. Bayakbakin and Sibuyao, Torrijos and CY 2022 seedling production -Assist PENR Officer Imelda M. Diaz in the NGP monthly site visit. -Provision of technical assistance in the bamboo projects -Monitoring of nursery establishment	1 - 3	8 9 - 10	14 - 18	22 - 24	29 - 31

<p>-Forest Development, Rehabilitation and Maintenance and Protection</p>	<p>7. Carlo M. Watiwat/Forest Technician II/NGP Staff</p>	<p>Torrijos, Buenavista, Boac, Mogpog, Gasan, Santa Cruz</p>	<p>-Monitoring of the nursery establishment</p> <p>-Provision of technical assistance in Agroforestry Project</p> <p>-Assist PENRO Imelda M. Diaz in the NGP monthly site visit</p> <p>-Assistance in the contract signing for the year 2 of Agroforestry project in Brgy. Makulapnit, Sta. Cruz and CY 2022 seedling production</p>	<p>1 - 3</p>	<p>8</p> <p>9 - 10</p>	<p>14 - 18</p>	<p>22 - 24</p>	<p>29 - 31</p>
<p>-Forest Development, Rehabilitation and Maintenance and Protection</p>	<p>8. Wilson R. Paez/Forest Technician I/NGP Staff</p>	<p>Boac/Mogpog/ Sta. Cruz,/Gasan/ Torrijos/Buenavista</p>	<p>-Monitoring of the nursery establishment</p> <p>-Provision of technical assistance in Nipa Project</p> <p>-Assist PENRO Imelda M. Diaz in the NGP monthly site visit</p> <p>-Assistance in the contract signing for the year 3 of Nipa project in Boac, Mogpog & Sta. Cruz and CY 2022 seedling production</p>	<p>1-3</p>	<p>9-10</p> <p>8</p>	<p>14 - 18</p>	<p>22-24</p>	<p>29-31</p>

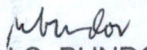

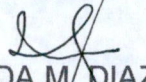
<p>-Management of Coastal and Marine Resources/Areas</p> <p>Monitoring and patrolling</p> <p>Marine Protected Area Networking</p> <p>Certificate of Stewardship Contract</p> <p>Technical Assistance</p>	<p>9. Oliver R. Minay/Forest Technician II/Chief, CRFMU</p>	<p>Brgys. Bognuyan, Bacong-bacong, Pinggan, Antipolo Mahunig and Dili, Gasan and Brgys. Daykitin and Caigangan, Buenavista</p> <p>Brgy. Yook, Biuenavista</p> <p>Brgys. Kalangkang and Kasily, Sta Cruz</p> <p>Brgys. Boi and Bayuti, Brgy. Tambunan, Boac, Brgy. Bagtingon, Buenavista and Brgy. Tabionan, Gasan</p> <p>Torrijos Municipal Hall</p>	<p>-Conduct of monitoring and patrolling along the coastal area</p> <p>-Mangrove baseline data gathering at Buenavista Mangrove area</p> <p>-Conduct of coordination and evaluation re: status of MPA area</p> <p>-Conduct of CSC lot evaluation</p> <p>-Provision of Technical Assistance through CEPA</p>	<p>8 - 11</p> <p>2 - 3</p> <p>1</p>			<p>22 - 25</p>	<p>16</p>
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-Management of Coastal and Marine Resources/Areas	10. John Andrew M. Magculang/Forest Technician I/CRFMU Staff							
Monitoring and patrolling		Brgys. Bognuyan, Bacong-bacong, Pinggan, Antipolo Mahunig and Dili, Gasan and Brgys. Daykitin and Caigangan, Buenavista	-Conduct of monitoring and patrolling along the coastal area		8 - 11			
		Brgy. Yook, Biuenavista	-Mangrove baseline data gathering at Buenavista Mangrove area	2 - 3				
Marine Protected Area Networking		Brgys. Kalangkang and Kasily, Sta Cruz	-Conduct of coordination and evaluation re: status of MPA area	1				
Certificate of Stewardship Contract		Brgys. Boi and Bayuti, Brgy. Tambunan, Boac, Brgy. Bagtingon, Buenavista and Brgy. Tabionan, Gasan	-Conduct of CSC lot evaluation				22 - 25	
Technical Assistance		Torrijos Municipal Hall	-Provision of Technical Assistance through CEPA			16		

-Management of Coastal and Marine Resources/Areas Monitoring and patrolling Marine Protected Area Networking Certificate of Stewardship Contract	11. Brian Iñigo F. Leaño/Forest Technician I/CRFMU Staff	Brgys. Bognuyan, Bacong-bacong, Pinggan, Antipolo Mahunig and Dili, Gasan and Brgys. Daykitin and Caigangan, Buenavista	-Conduct of monitoring and patrolling along the coastal area	8 - 11				
		Brgy. Yook, Biuenavista	-Mangrove baseline data gathering at Buenavista Mangrove area	2 - 3				
		Brgys. Kalangkang and Kasily, Sta Cruz	-Conduct of coordination and evaluation re: status of MPA area	1				
		Brgys. Boi and Bayuti, Brgy. Tambunan, Boac, Brgy. Bagtingon, Buenavista and Brgy. Tabionan, Gasan	-Conduct of CSC lot evaluation	22 - 25				
Technical Assistance		Torrijos Municipal Hall	-Provision of Technical Assistance through CEPA	16				

-Management of Coastal and Marine Resources/Areas	12. Corazon R. Pelaez /Forest Technician I/BCU Staff							
Marine Protected Area Networking		Brgys. Kalangkang and Kasily, Sta Cruz	-Conduct of coordination and evaluation re: status of MPA area	1				
Monitoring and patrolling		Brgys. Bognuyan, Bacong-bacong, Pinggan, Antipolo Mahunig and Dili, Gasan and Brgys. Daykitin and Caigangan, Buenavista	-Conduct of monitoring and patrolling along the coastal area		8 - 11			
		Brgy. Yook, Biuenavista	-Mangrove baseline data gathering/establishment at Buenavista Mangrove area	2 - 3				
-Formulation/Updating of CRMF		Brgy. Malbog, Buenavista	-Creation of PO Planning Team and Orientation Meeting and Community Mapping in the preparation of draft CRMF				22 - 23	

-Updating of CRMF	13. Randy R. Pantoja/ - Forest Technician I/BCU Staff - CBFM Desk Officer - GIS Unit Staff	Brgy. Nangka, Torrijos	-Conduct inventory of planted Gmelina/Mahogany under DBP proposed for cutting for the preparation of harvesting plan to be incorporated in the formulated CRMF	1 - 2				
-Formulation/Updating of CRMF and conduct Regular Monitoring and Evaluation of CBFM Areas		Brgy. Malbog, Buenavista	-Conduct coordination with CBFM-PO re: CRMF Formulation and to conduct Regular Monitoring and Evaluation of CBFM Areas using the prescribed Evaluation Tool	3 - 4				
-Regular Monitoring and Evaluation of CBFM Areas		Brgy. Balanacan, Mogpog	-Conduct Regular Monitoring and Evaluation of CBFM Areas using the prescribed Evaluation Tool		8			
Technical Assistance (Coastal area monitoring)		-Brgys. Tres, Quatro, Libas and Yook, Buenavista	-Assist in gathering baseline data (coastal physical characterization, SMP and Mangrove Assessment) for coastal monitoring		9 - 11			
-CSC Evaluation		-Brgy. Boi and Bayuti, Boac	-Conduct assessment/ evaluation of awarded CSC lots			15 - 18		

-Formulation/Updating of CRMF		-Brgy. Malbog, Buenavista	-Creation of PO Planning Team and Orientation Meeting and Community Mapping in the preparation of draft CRMF				22 - 23	
Forest Development, Rehabilitation and Maintenance and Protection	14. Joe Vert N. Beatriz Forest Extension Officer	Boac/Mogpog/ Sta. Cruz, Torrijos/Buenavista	Posting of Invitation to Bid for CY 2022 seedling production Monitoring of the nursery establishment Provision of technical assistance in NGP projects Assist PENRO Imelda M. Diaz in the NGP monthly site visit Assistance in the contract signing of NGP projects	8 & 11 13 9 - 10			22 - 24	29 - 31
Prepared and Submitted by:	Checked and Reviewed by:	Recommending Approval:	Approved by:					
 <u>ALETH C. BUNDOC</u> Chief, CDS	 <u>CYNTHIA B. LOZANO</u> Chief, Technical Services Division	 <u>IMELDA M. DIAZ</u> OIC - PENR Officer	<u>LORMELYN E. CLAUDIO, CESO IV</u> OIC, Regional Executive Director					

Note: Travel Order excluding Monday and Friday unless necessary