

March 03, 2022

LORMELYN E. CLAUDIO, CESO IV

OIC Regional Executive Director
Department of Environment and Natural Resources-MIMAROPA
1515 L&S Building, Roxas Boulevard
Ermita, Manila City 1000 Philippines

Attention: **FELIZARDO B. CAYATOC**
Officer-in-Charge
Palawan Provincial Environment and Natural Resources Office (PENRO)

Dear Director Claudio:

Greeting from NTFP-EP Asia!

One of the ASSERT CBFM Project's capacity building interventions is the conduct of **Community Livelihood Assessment and Product Scanning (CLAPS) Training**. This training aims to provide communities and organizations with an approach and tools in identifying and selecting products and services with high enterprise development potential, and ultimately in setting up viable community forest enterprise.

In the Palawan landscape, four (4) CBFM people's organizations were selected to participate in the CLAPS Training, and these POs include **the Macatumbalen Multipurpose Cooperative, Sagpangan Tribal Multipurpose Cooperative, and Candes II and Candes III Multipurpose Cooperatives**. Due to the ongoing COVID-19 pandemic, only five (5) representatives from each CBFM PO are encouraged to participate in the three-day hybrid training session.

In this regard, we have scheduled the conduct of the second part of CLAPS Training on March 08-10, 2022. **For this to be possible, we are respectfully requesting the Provincial Environment and Natural Resources Office (PENRO) in Palawan to allow us to utilize any available facility that can serve as a training venue good for 15 in-person participants. We are also hoping that PENRO Palawan will be able to provide accommodation for the training participants free of charge.** Other expenses of the training participants and facilitators such as the meal, transportation, communication allowances will be shouldered by the project.

Lastly, we are respectfully requesting permission from your office to allow and encourage the PENRO and CENRO CBFM Coordinators in your region, specifically **Ms. Merlyn Blaza, Mr. Diogenes Esquillo, Jr., and Ms. Paola Mae Atienza** to participate in the said training. As this will be a hybrid training, the trainers and other online participants may join via Zoom.¹

We have attached the CLAPS Session Guide for your reference. Please feel free to contact our project officer, Mr. Yasser Gutierrez by email at yasser.gutierrez@ntfp.org should you have any concerns or clarifications.

As ever, we are grateful for your unwavering support to civil society organizations working for the sustainable development of our forest communities.

Thank you very much.

[ORIGINAL SIGNED]

EUFEMIA FELISA PINTO

Executive Director, NTFP-EP Asia

¹ Zoom Link: <https://zoom.us/j/94617687662>