



## MEMORANDUM

TO : The Regional Executive Directors  
DENR – Regions 1 - 8 and CAR

FROM : The Undersecretary for Field Operations – Luzon, Visayas  
and Environment

SUBJECT : **REITERATION ON THE PRESCRIBED FORMAT FOR THE  
SUBMISSION OF TRAINING ACCOMPLISHMENTS UNDER  
COMMUNITY-BASED FOREST MANAGEMENT -  
COMPREHENSIVE AGRARIAN REFORM PROGRAM  
(CBFM-CARP) PROJECTS IN REGIONS 1-8 AND CAR**

DATE : **NOV 08 2022**

This pertains to the Memorandum dated 25 August 2021 with the subject “*Clarification on the Project Implementation Guide for CBFM-CARP Re: Financial Management and Reporting of Training Accomplishments*”. This Office reminds all the concerned Regions with regards to the proper reporting of training accomplishments under Community-Based Forest Management-Comprehensive Agrarian Reform Program (CBFM-CARP) to which the said report shall have two (2) levels, to wit:

1. The Regional-Level Trainings are those accomplished as part of the annual regional target of two (2) trainings with annual budget of Php400,000 (or Php200,000/ training) and related to Organizational and Enterprise Development Skills Enhancement. The target participants for the regional-level trainings are the field personnel involved in CBFM-CARP including those Contract of Service to-be-hired and selected CBFM-POs; and
2. The Project-Level Trainings are those accomplished as part of Item 2.2 of the Memorandum dated 25 August 2021 or those trainings related to the approved projects or specific to the CBFM-POs with approved CBFM-CARP project.

Relative thereto, both training should have complete Activity Report to be safekept by the DENR Field Offices as these may be inspected during the CARP Audit. The reporting template are provided as follows:

### 1. Regional-level trainings:

Title of training conducted	Date conducted			Number of Participants									Total	Total Budget Used		
				DENR personnel				CBFM-PO								
				Male	Female	Subtotal	Male	Female	Subtotal							
Organizational Development Skills Enhancement																
Enterprise Development Skills Enhancement																

2. Project-level trainings:

Title of CBFM-CARP Project	Name of CBFM-PO	Title of training conducted	Date conducted	Number of CBFM-PO Members Participated			Total Budget Used
				Male	Female	Total	
1.							
2.							

In this regard, the Regional Offices and concerned PENROs and CENROs are hereby instructed to submit the necessary reports on trainings conducted using the prescribed reporting format.

FOR INFORMATION AND APPROPRIATE ACTION.



ATTY. JUAN MIGUEL T. CUNA, CESO I

