



## MEMORANDUM

TO : **The Directors**  
Forest Management Bureau  
Human Resource Development Service  
  
**The Regional Executive Directors**  
DENR Regions IV-B, V, VIII and XII

FROM : **The Undersecretary**  
Policy, Planning and International Affairs

SUBJECT : **NCI SRD NATIONAL CAPACITY DEVELOPMENT  
PLAN WRITESHOP AUGUST 01-04, 2023 DAVAO CITY**

DATE : July 19, 2023

May we respectfully refer the letter sent by DA Undersecretary Zamzamin L. Ampatuan regarding the conduct of the National Capacity Development Plan FY 2024-2028 Initial Drafting Writeshop on 01 to 04 August 2023 at the Philippine Coconut Authority – Davao Research Center, Davao City. The writeshop aims to develop the initial draft of the National Capacity Development Plan for FY 2024 to 2028 and the Capacity Building Action Plan.

In view of this, kindly participate in this activity as member of the NCI-SRD Capacity Development Component Working Group (CD CWG):

Office	No. of slots
Forest Management Bureau	1
Human Resource and Development Service	1
Region IV-A	2
Region V	2
Region VIII	2
Region XII	2
Total	10

Participants are highly encouraged to bring laptops/tablets/mobile phone with personal internet connectivity. Kindly confirm participation thru – <https://tinyurl.com/CapDevInitial-Confirmation>

For other inquiries, kindly call NCI-SRD Secretariat c/o Ms. Andrea Patricia C. Adre thru telephone number 89295683/ 89294927 local 2275 or via email at [ncisrd@da.gov.ph](mailto:ncisrd@da.gov.ph)

For your preferential attention and appropriate action, please.

  
ATTY. JONAS R. LEONES



Undersecretary for Policy, Planning and International Affairs <ouppia@denr.gov.ph> 2108

## [Invitation] National Capacity Development Plan FY 2024-2028 Initial Drafting Writeshop

DA NCISRD <ncisrd@da.gov.ph>

Fri, Jul 7, 2023 at 10:21 AM

To: "Usec. Jonas Leones" <ouppia@denr.gov.ph>, "Usec. Jonas Leones" <oueiea.denr@gmail.com>, odpps@yahoo.com, PSD Document <psddivision@gmail.com>

Cc: Ermalyn Ulalan <ermalynuc03@gmail.com>

Dear Usec. Leones:

Greetings!

The NCI-SRD shall conduct the **National Capacity Development Plan FY 2024-2028 Initial Drafting Writeshop on August 1 to 4, 2023 at the Philippine Coconut Authority - Davao Research Center**. The writeshop is designed to produce an initial draft of the National Capacity Development Plan for FY 2024 to 2028 and develop the Capacity Building Action Plan. I've attached the provisional program for you to look over.

In this regard, we **request the physical participation of the Component Working Group (CWG) members, or their designated permanent alternate representatives, and Regional Convergence Initiative Technical Working Group (RCI TWG) members**. Their participation in the writeshop will be greatly appreciated.

Participants shall confirm their attendance **on or before 26 July 2023** through the following link: <https://tinyurl.com/CapDevInitial-Confirmation>.

For further assistance, please do not hesitate to contact Ms. Andrea Adre (National Secretariat) by replying to this email or through landline no. (632) 8929 4927 local 2275.

Thank you, and we look forward to your participation.

--  
Yours Truly,

ANDREA PATRICIA C. ADRE

Capacity Development Component Working Group Coordinator



### NCI-SRD National Secretariat

phone: (632) 8929 4927 or local 2275

website: [ncisrd.da.gov.ph](http://ncisrd.da.gov.ph)

address: 2nd Floor, Bureau of Soils and Water Management,  
Visayas Avenue corner Elliptical Road, Diliman, Quezon City

facebook

> YouTube

### 2 attachments

**Letter to Atty. Jonas Leones Request physical participation and attendance of the CD CWG members or their designated permanent alternate representatives and RCI TWG members from SOCKSSARGEN, MIMAROPA, Bicol and Easter Visayas to the National C.pdf**  
642K

**Program of Activities\_National Capacity Development Plan Initial Drafting Writeshop.pdf**  
239K



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**National Convergence Initiative for Sustainable  
Rural Development (NCI-SRD)**

**LETTER OF INVITATION**

Reference Code:	NCI-SRD_FR_002_2
Reference No.:	NCI-SRD-7-2023-360
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04 July 2023

**ATTY. JONAS R. LEONES, CESO I**

Undersecretary for Policy, Planning and International Affairs  
Department of Environment and Natural Resources (DENR)  
Visayas Avenue, Diliman, Quezon City

Dear **Undersecretary Leones**:

This refers to the **National Capacity Development Plan FY 2024-2028 Initial Drafting Writeshop on 01 to 04 August 2023 at the Philippine Coconut Authority - Davao Research Center, Davao City**. The writeshop aims to develop the initial draft of the National Capacity Development Plan for FY 2024 to 2028 and the Capacity Building Action Plan. Attached is the provisional activity program, for your perusal.

In this regard, we **request the physical participation and attendance of the Capacity Development Component Working Group (CD CWG) members or their designated permanent alternate representatives, and DENR RCI TWG members from SOCCSKSARGEN, MIMAROPA, Bicol, and Eastern Visayas**. One slot is allotted per CD CWG member office, while two slots are allotted per RCI TWG:

<b>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)</b>	
<b>Participants</b>	<b>No. of Pax</b>
CD CWG Members	
1. Forest Management Bureau (FMB)	1
2. Human Resource Development Service (HRDS)	1
Regional Level	
1. SOCCSKSARGEN	2
2. MIMAROPA	2
3. Bicol	2
4. Eastern Visayas	2
<b>Total</b>	<b>10</b>

The writeshop shall run for three-and-a-half days. Participants are **highly encouraged** to bring their own laptops/tablets and/or mobile phones with personal internet connectivity so that they can access the working document uploaded in Google Drive during the writeshop.



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**National Convergence Initiative for Sustainable  
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**LETTER OF INVITATION**

Reference Code:	NCI-SRD_FR_002_2
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The NCI-SRD National Secretariat shall ensure that the venue, food, and logistical arrangements comply with applicable health and physical distancing protocols. You may confirm participation through our online confirmation form <https://tinyurl.com/CapDevInitial-Confirmation> on or before **Wednesday, 26 July 2023**. For other clarifications or concerns, your staff may contact Ms. Andrea Patricia C. Adre of the NCI-SRD National Secretariat at (632) 8929 4927 or local 2275, or email us at [ncisrd@da.gov.ph](mailto:ncisrd@da.gov.ph).

Thank you for your continued support of the NCI-SRD and we look forward to DENR's participation in the activity.

Yours truly,

**ENGR. ZAMZAMIN L. AMPATUAN, CESO I**

DA Undersecretary for Special Concerns and Infrastructure *and*

DA Permanent Alternate Representative, National Steering Committee (NSC)



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**National Convergence Initiative for Sustainable Rural  
Development (NCI-SRD)**

**PROGRAM OF ACTIVITIES**

Reference Code:	NCI-SRD_FR_006_2
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**NCI-SRD National Capacity Development Plan FY 2024-2028 Initial Drafting Writeshop**

01 to 04 August 2023

Philippine Coconut Authority - Davao Research Center  
Davao City

<b>Day 1, Tuesday, 01 August 2023</b>	
8:00 AM - 12:00 NN	Arrival and Registration of Participants
12:00 NN - 1:00 PM	Lunch
<b>Opening Ceremonies</b>	
1:00 PM - 1:15 PM	Invocation and Philippine National Anthem <i>NCI-SRD National Secretariat</i>
1:15 PM - 1:30 PM	Welcome Remarks  <b>ABEL JAMES I. MONTEAGUDO</b> Regional Executive Director, DA RFO Davao and Chairperson, Regional Convergence Initiative Technical Working Group (RCI TWG) Davao
1:30 PM - 1:45 PM	Photo Opportunity
1:45 PM - 2:00 PM	Presentation of House Rules <i>NCI-SRD National Secretariat</i>
2:00 PM - 2:15 PM	Rationale, Leveling of Expectations, and Mechanics <i>NCI-SRD National Secretariat</i>
2:15 PM - 3:00 PM	Terms of Reference and Gantt Chart of Activities <i>Plenary Session</i>
3:00 PM - 4:30 PM	Capacity Checklist <i>Plenary Session</i>
<b>Day 2, Wednesday, 02 August 2023</b>	
8:00 AM - 8:30 AM	Arrival and Registration of Participants
8:30 AM - 8:45 AM	Energizer
8:45 AM - 9:00 AM	Recap of Day 1 <i>NCI-SRD National Secretariat</i>
9:00 AM - 10:00 AM	Continuation of Capacity Checklist <i>Plenary Session</i>





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## National Convergence Initiative for Sustainable Rural Development (NCI-SRD)

### PROGRAM OF ACTIVITIES

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10:00 - 11:00 AM	SWOT Analysis <i>Plenary Session</i>
11:00 AM - 12:00 NN	Vision, Goals, Objectives, and Performance Indicators <i>Plenary Session</i>
12:00 NN - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Continuation of Vision, Goals, Objectives, and Performance Indicators <i>Plenary Session</i>
2:00 PM - 3:00 PM	Capacity Building Needs <i>Plenary Session</i>
3:00 PM - 4:30 PM	Capacity Building Prioritization <i>Plenary Session</i>
<b>Day 3, Thursday, 03 August 2023</b>	
8:00 AM - 8:30 AM	Arrival and Registration of Participants
8:30 AM - 8:45 AM	Energizer
8:45 AM - 9:00 AM	Recap of Day 2 <i>NCI-SRD National Secretariat</i>
9:00 AM - 10:00 AM	Continuation of Capacity Building Prioritization <i>Plenary Session</i>
10:00 AM - 12:00 AM	Capacity Building Action Plan <i>Plenary Session</i>
12:00 NN - 1:00 PM	Lunch
1:00 PM - 5:30 PM	Continuation of Capacity Building Action Plan <i>Plenary Session</i>
<b>Day 3, Friday, 04 August 2023</b>	
8:30 AM - 9:00 AM	Recap and Summary of Major Agreements <i>NCI-SRD National Secretariat</i>
9:00 AM - 10:00 AM	Ways Forward <i>NCI-SRD National Secretariat</i>
<b>Closing Ceremonies</b>	



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**National Convergence Initiative for Sustainable Rural  
Development (NCI-SRD)**

**PROGRAM OF ACTIVITIES**

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10:00 AM – 10:30 AM	Closing Remarks  <b>ENGR. REMELYN R. RECOTER, MNSA, CESO III</b> Director, Agricultural Training Institute (ATI), and Chairperson, Capacity Development Component Working Group (CD CWG)
10:30 AM – 11:00 AM	Answering of Activity Feedback Forms
11:00 AM – 12:00 NN	Distribution of Certificates
12:00 NN onwards	Departure of Participants