



Republic of the Philippines  
Department of Environment and Natural Resources  
**FOREST MANAGEMENT BUREAU**  
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JUN 21 2023

**FMB SPECIAL ORDER**

NO. 2023 - 145

**SUBJECT : AUTHORIZING THE CONDUCT OF FACE-TO-FACE NATIONAL GREENING PROGRAM (NGP) AND RELATED PROGRAMS OF FMB WORKSHOP AND CAPACITY BUILDING ON DATA MANAGEMENT USING ADVANCED MS EXCEL**

In the interest of service, and to strengthen the Bureau's efforts to provide quality technical assistance on the use of Microsoft Excel Application for the assessment, development, and monitoring of established ENGP sites, a face-to-face National Greening Program (NGP) workshop and capacity building on data management using advanced MS Excel to be held on July 20 to July 21, 2023, is hereby authorized.

The activity shall be attended by the following FMB personnel:

**Forest Resources Conservation Division**

|                                |                              |
|--------------------------------|------------------------------|
| For. Ma. Teresa Aquino         | Chief, FRCD                  |
| For. Percival Cardona          | Chief, RFRS                  |
| For. Nestor Antolin            | Forester I                   |
| For. Cris Angelo Vispo         | SFMS                         |
| For. Jinia Yaneza              | SFMS                         |
| For. Jerameel Andes            | SFMS                         |
| For. Leo Paulo Ferrer          | SFMS                         |
| For. Angelica Tamayo           | FMS II                       |
| Ms. Kristine Espiritu          | Senior IT Support Specialist |
| Ms. Liza Jane Angeles          | IEC Officer                  |
| Ms. Avraillen Maligalig        | PMEO                         |
| Mr. Eleazar Luma               | PMEO                         |
| Mr. David Paul Arzadon         | PMEO                         |
| For. Lance Josef Fadriquela    | PMEO                         |
| Mr. Peter Dennis Gaba          | PMEO                         |
| For. Francesca Ylaine Sandoval | PMEO                         |
| Mr. Martin Javier Tendero      | PMEO                         |
| Mr. Marvin Quilloy             | PMEO                         |
| Mr. Clio Elizandre Villanueva  | PMEO                         |
| NGPCO Focal (Region II)        | PMEO                         |
| NGPCO Focal (MIMAROPA)         | PMEO                         |
| NGPCO Focal (Region VIII)      | PMEO                         |
| NGPCO Focal (Region V)         | PMEO                         |
| Ms. Melody Reyes               | Financial Analyst            |
| Mr. Gabriel Pastor Convocar    | Office Support Staff         |
| Engr. Juan Miguel Jeciel       | Technical Assistant          |

**Forest Resources Conservation Division**

- |                             |      |
|-----------------------------|------|
| 1. Evie Bernardino Pagayana | FPS  |
| 2. Frelie Dimaculangan      | WEMS |
| 3. Emma N. Castillo         | EFS  |

**Forest Policy, Planning and Knowledge Management Division**

- |                                 |       |
|---------------------------------|-------|
| 1. Marianica Philina L. Obmerga | FPSS  |
| 2. Lemuel Celis                 | FPS   |
| 3. Mark Anthony Villatema       | FES   |
| 4. Nathaniel Estay              | KISS  |
| 5. Cammerus Daniel Maghirang    | FGDIS |

**Forest Resources Management Division**

- |                            |       |
|----------------------------|-------|
| 1. Joey Ace P. Peralta     | CIFS  |
| 2. Ma. Rovelyn D. Tumaneng | CFS   |
| 3. Cecilia A. Udasco       | FLUAS |
| 4. Jessica R. Balite       | FRUAS |

**Forest Investment Development Division**


- |                                 |       |
|---------------------------------|-------|
| 1. Ayesha Chennel Abawag        | FIPro |
| 2. Graciella Sherr Puentequilla | FIPa  |
| 3. Frances Nicole Lavapie       | FDRev |

The Reforestation and Forest Rehabilitation Section (RFRS)/National Greening Program Coordinating Office (NGPCO) shall serve as Secretariat on the said workshop.

All expenses to be incurred such as accommodation, food, supplies, materials, travelling expenses, honorarium of resource person/s, and other incidental expenses shall be charged against FMB-NGP funds, subject to the usual accounting and auditing rules and regulations.

The NGPCO shall submit a report to the undersigned within fifteen (15) days upon completion of the workshop.

This Order shall take effect on the dates specified herein.

  
**ARLEIGH J. ADORABLE, CESO III**  
OIC-Assistant Secretary for Field Operations-Western  
Mindanao and Director, in concurrent capacity



## **ADVANCE TRAINING ON DATA MANAGEMENT USING MS EXCEL**

Activity Design  
20-21 July 2023 | Central Luzon

### **RATIONALE**

The National Greening Program (NGP), as the DENR banner program on reforestation, is a convergence initiative of DA-DAR-DENR where the DENR stands as the lead agency. As a government priority pursuant to EO Nos. 23 and 26, both series of 2011, the NGP aims to: 1) reduce poverty; 2) implement sustainable management of natural resources; 3) provide food, goods, and services; 4) promote public awareness and environmental consciousness; 5) enhance the formation of positive values through shared responsibilities in sustainable management of forest resources; and 6) harmonize all greening efforts of the government, civil society, and private sector.

By virtue of Executive Order No. 193, the coverage of the NGP was expanded to cover the remaining unproductive, denuded, and degraded forest lands in the Philippines from 2016-2028. The Enhanced National Greening Program (ENGP) priority activities are the following: (1) rehabilitation of 1.2 million hectares of denuded forest lands by 2022; and 2) maintenance and protection of existing forests. This expanded program is geared toward the environmental, economic, and social benefits of the established plantations through sustainable mechanisms.

As the project continues, coordination and consolidation of the data acquired from the respective regions in the Philippines is part of the daily work. This is essential in analyzing, assessing, and monitoring of the proposed and established sites as part of the accomplishments of the National Greening Program and other related programs of FMB. The use of Microsoft Excel, as a software computer program for analyzing and managing data, contributes a fundamental part to the database and other necessary operations for the project. However, unfamiliarity with the components, functions, and processes of MS Excel results in strenuous analyzing and processing of the data of the project. In addition, inconsistencies may or may not be shown due to external factors.

With that, the conduct of an advanced workshop on data management on MS Excel shall improve and strengthen the skills of the representative of each section and Technical Staff of the NGPCO to effectively carry out the said functions, minimize errors, and provide more accurate, presentable, and reliable data.

### **OBJECTIVES**

The conduct of this activity aims to provide an in-depth view of MS Excel and its fundamentals to the authorized staff members in charge of analyzing and consolidating ENGP data. Furthermore, it also provides information on the data requirements and the processing, enhancing, and cleansing of the ENGP database using MS Excel.

1. Review the tools' basic concepts and approaches to Microsoft Excel
2. Update and consolidate all data of established NGP sites from respective regions;
3. Demonstrate the use of advanced skills in MS Excel in data consolidation and analysis; and
4. Illustrate the effective management of data for an organized database and efficient information retrieval.

## EXPECTED OUTCOMES

At the end of the workshop, the participants are expected to be able to perform the following:

1. Properly consolidate and manage ENGP data for every respective regional counterpart;
2. Pinpoint the inconsistencies in the datasets based on the gathered results after using data management techniques;
3. Ability to organize data systematically;
4. Ability to perform complex calculations and use time-saving tools and shortcuts; and
5. Relay the knowledge to other concerned officials and provide assistance in addressing data-related concerns.

## OUTPUT

1. Cleansed ENGP Database (Using Years 2020-2021) for systematic data analysis;
2. Resolved data-related errors without having to go to the region personally; and
3. Generate automated reports.

## PARTICIPANTS

The workshop shall be attended by the NGP Coordinating Office Personnel and selected participants from the Forest Management Bureau.

The breakdown of the number of participants are as follows:

| OFFICE          | NO. OF PARTICIPANTS |
|-----------------|---------------------|
| NGPCO Staff     | 25                  |
| FRCD            | 5                   |
| FIDD            | 3                   |
| FRMD            | 4                   |
| FPPKMD          | 5                   |
| Resource Person | 2                   |
| <b>TOTAL</b>    | <b>44</b>           |

### DATE, VENUE, AND METHODOLOGY

The workshop will be conducted in person from July 20 to July 21, 2023, a total of two (2) days in Region 3.

The training will cover the advanced processes required to familiarize and analyze data for the effective implementation of NGP data. Each workshop session will be divided into sessions regarding the concepts and techniques of advanced skill training. Thus, the participants are required to bring their own laptops with the software installed (Microsoft Excel).

Throughout the training, the participants will be tasked to manage the NGP data based on the contract database requirements, analyze the submitted reports, and be able to generate database and report automation.

### BUDGETARY REQUIREMENTS

This workshop requires an amount of **Four Hundred Thousand (Php 400,000.00)**, which shall cover the meals, accommodation, resource speakers, and workshop materials of all the participants. The cost shall be charged against NGPCO Funds subject to the usual government accounting and auditing rules and regulations.

| Particulars                     | Amount (Php)   |
|---------------------------------|----------------|
| Venue, Accommodation, and Meals | 246,000        |
| Resource Person                 | 75,000         |
| Van Rental                      | 40,000         |
| Contingency (e.g., supplies)    | 36,100         |
| <b>TOTAL</b>                    | <b>400,000</b> |

### PROPOSED PROGRAM OF ACTIVITIES

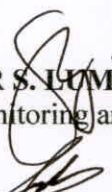
The training will run for two (2) days. The proposed activities per day are as follows:


| TIME         | ACTIVITY                                     | PERSON/S RESPONSIBLE |
|--------------|--|----------------------|
| <b>DAY 1</b> |  |                      |
| 8:30-9:00 AM | Opening Program<br>Prayer<br>National Anthem | Secretariat          |




| <b>TIME</b>            | <b>ACTIVITY</b>   | <b>PERSON/S RESPONSIBLE</b>                |
|------------------------|---|--|
| 9:00-9:15 AM           | Rationale<br>Overview of Objectives                                     | For. Percival Cardona<br>Chief, RFRS/NGPCO |
| 9:15-10:00 AM          | Comments on the Submitted Data for<br>CY 2022                           | NGPCO                                      |
| 10:00 - 12:00 PM       | Session 1<br>Statistical Analysis<br>Power Query                        | Resource Person                            |
| 12:00-1:00 PM          | Lunch   |  |
| 1:00-3:00 PM           | Session 2<br>Conditional Formatting Techniques<br>Formulation of Tables | Resource Person                            |
| 3:00-5:00 PM           | Continuation<br>Pivot Table Techniques                                  |  |
| <b>DAY 2</b>           |   |  |
| 8:00-8:15 AM           | Recap   | NGPCO                                      |
| 8:15-9:30 AM           | Session 3<br>Excel Dashboard  | Resource Person                            |
| 9:30-11:00 AM          | Session 4<br>Vlookup, Hlookup and Xlookup<br>Function                   | Resource Person                            |
| 11:00-11:30 AM         | Recap/Synthesis of the Event  | NGPCO                                      |
| 11:30 AM - 12:00<br>PM | Wayforward and Closing  | For. Ma. Teresa G. Aquino<br>Chief, FRCD   |
| 12:00 - 1:00 PM        | Lunch   |  |
| 1:00 PM onwards        | Homebound   |  |

Prepared by:


  
**ELEAZAR S. LUMA**  
Project Monitoring and Evaluation Officer

  
**DAVID PAUL ARZADON**  
Project Monitoring and Evaluation Officer


Concurred by:

  
**MA. TERESA AQUINO**  
Chief, Forest Resources Conservation  
Division

Noted by:

  
**PERCIVAL M. CARDONA**  
Chief, Reforestation and Forest Rehabilitation  
Section

Approved by:

  
**ARLEIGH J. ADORABLE** *CESO III*  
OIC-Assistant Secretary for Field Operations-  
Western Mindanao, and Director, in concurrent  
capacity

**TERMS OF REFERENCE**  
**Resource Person for the Conduct of Advanced Training-Workshop on Data**  
**Management using Microsoft Excel**

**I. Background**

Since 2011, the National Greening Program (NGP) has been implemented by the Department of Environment and Natural Resources (DENR) through its Field Implementing Offices, with technical assistance and guidance from the Central Office, specifically the Forest Management Bureau.

The conduct of an advanced workshop on data management on MS Excel shall improve and strengthen the skills of the Technical Staff from the different sections and other concerned personnel of the NGPCO to effectively carry out the said functions, minimize errors, and provide more accurate, presentable, and reliable data.

With that, in order to deepen the knowledge of the technical staff in analyzing and improving their skills in data management, the NGPCO shall hire an experienced resource person in the field of data management and analytics. Thus, the conduct of this two-day workshop on NGP Data Management and other programs related to FMB concerns is necessary.

**II. Objectives**

The event aims to:

1. Familiarize the participants in reviewing the tools, basic concepts, and approaches to Microsoft Excel
2. To provide techniques and strategies in consolidating, reviewing, analyzing, and presenting data from the DENR regional and field offices;
3. Update and consolidate all data of established NGP sites from respective regions;
4. Demonstrate the use of advanced skills in MS Excel in data consolidation and analysis; and
5. Engage the participants to illustrate the effective management of data for an organized database and efficient information retrieval.

**III. Scope of Work and Deliverables**

In pursuit of the objectives enumerated, the following activities shall be undertaken by the service provider:

| ACTIVITY  | OUTPUT  |
|---|---|
| 1. Preparation and submission of Formal Proposal.<br>The service provider shall prepare a formal proposal addressed to the Head of FMB, with the following details:<br><br>a. Course Outline; | Formal Proposal and Signed Training Agreement<br><br>Course outline/modules |



| ACTIVITY  | OUTPUT  |
|---|---|
| b. Training Date and Mode of Teaching;<br>c. Agreement and Terms of Payment; and<br>d. Other necessary arrangements during the training |   |
| 2. Management of the Training Event: administrative preparations and support onsite   | Presentation materials<br>Pre-test<br>Post-test                           |
| 3. Issuance of certificate of completion of attendees   | Issued Certificates of Completion including the number of training hours. |

#### IV. Duration of the Work

The training workshop shall be conducted for two (2) days. The actual training will be conducted on July 20, 2023, until July 21, 2023.

#### V. Contract Cost and Terms of Payment

A budget of 75,000 shall be allotted for the procurement of a service provider that shall serve as a resource person for the event. The package shall cover the two (2)-day training, spare laptops for the participants, consultation, printed certificates, customizable Modules, and online assessments, inclusive of applicable tax and appropriate deductibles based on the government rules and regulations. Payment shall be made to the service provider within thirty (30) days from the contract of the training.

#### VI. Qualification and Professional Requirements

The Service Provider/Resource Person must possess the qualifications:

1. Must be registered at Philippine Government Electronic Procurement System (PhilGEPS);
2. Has at least five (5) years experience in providing knowledge in learning events, capacity building, and training-workshop on Excel for data management; and
3. Mastery of data management, basic concepts, and tools of Microsoft Excel

#### XI. Application Procedure

Interested parties are requested to send applications to:

**ARLEIGH J. ADORABLE, CESO III**

OIC-Assistant Secretary for Field Operations-Western Mindanao,  
 and Director, in concurrent capacity  
 Forest Management Bureau

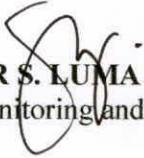
via email at [fmb.bacsec@yahoo.com](mailto:fmb.bacsec@yahoo.com), [bacsecretariat@fmb.denr.gov.ph](mailto:bacsecretariat@fmb.denr.gov.ph) and [frcd.rfrs@fmb.denr.gov.ph](mailto:frcd.rfrs@fmb.denr.gov.ph)


Interested parties shall submit the following through email:


1. Letter of intent describing the suitability of applicant, as well as past consultancy engagements similar to the requirements as above;
2. Comprehensive company profile with contact details (email and phone number) for companies, otherwise, comprehensive curriculum vitae reflecting credentials, experiences and academic background;
3. Technical proposal briefly describing the methodology/approach to complete the consultancy;
4. Financial proposal indicating the all-inclusive fixed total contract price, supported by a breakdown of activities and costing; and
5. PHILGEPS registration.

Prepared by:

Noted by:

  
**ELEAZAR S. LUMA**  
Project Monitoring and Evaluation Officer

  
**PERCIVAL M. CARDONA**  
Chief, Reforestation and Forest  
Rehabilitation Section

  
**DAVID PAUL ARZADON**  
Project Monitoring and Evaluation Officer

Concurred by:

Approved by:

**MA. TERESA AQUINO**  
Chief, Forest Resources Conservation  
Division

**ARLEIGH J. ADORABLE, Jr., CESO III**  
OIC-Assistant Secretary for Field  
Operations-Western Mindanao and  
Director, in concurrent capacity

| P / A / P Code   | UWM  | FY 2023 Physical Performance/Targets |             |             |             |       | Exp. Class | FY 2023 Financial Performance/Targets ('000) |             |             |             |       |
|--|--|--------------------------------------|-------------|-------------|-------------|-------|------------|--|-------------|-------------|-------------|-------|
|  |  | Q1 Estimate                          | Q2 Estimate | Q3 Estimate | Q4 Estimate | TOTAL |            | Q1 Estimate                                  | Q2 Estimate | Q3 Estimate | Q4 Estimate | TOTAL |
|  |  | (3)                                  | (4)         | (5)         | (6)         | (7)   |            | (8)  | (9)         | (10)        | (11)        | (12)  |
|  |  |                                      |             |             |             |       |            |  |             |             |             |       |
| Forest and Watershed Management Sub-Program                                  |  |                                      |             |             |             |       | TOTAL      | 4,092  | 3,726       | 623         | 0           | 8,441 |
| Forest Development, Rehabilitation, Maintenance and Protection               |  |                                      |             |             |             |       | MOOE       | 4,000  | 3,726       | 623         | 0           | 8,349 |
|  |  |                                      |             |             |             |       | CO         | 92   |             |             |             | 92    |
| 1. Trainings/Workshops/Writeshops and Coordination and Consultation Meetings |  |                                      |             |             |             |       |            |  |             |             |             |       |
| a. Conduct Consultation Workshop with the Region for the Omnibus Policy      | Consultation conducted with report submitted (no)                              | 1                                    |             |             |             | 1     | MOOE       | 1,600  |             |             |             | 1,600 |
| b. Database Management Workshop using GIS                                    | Workshop conducted with attribute tables cleansed (no)                         | 1                                    |             |             |             | 1     | MOOE       | 1,600  |             |             |             | 1,600 |
| c. Advanced Training on Data Management using MS Excel                       | Trainings conducted with report submitted (no)                                 |                                      | 1           |             |             | 1     | MOOE       |  | 400         |             |             | 400   |
| d. Consultation Workshop on Forestry Sector's Policies and Plans             | Consultation workshop conducted and report with recommendations submitted (no) |                                      | 1           |             |             | 1     | MOOE       |  | 1,000       |             |             | 1,000 |
| e. Orientation on Inventory and Assessment of Graduated NGP Plantation Sites | Orientation conducted with report submitted (no)                               | 1                                    |             |             |             | 1     | MOOE       | 800  |             |             |             | 800   |
| 2. Consultancy/Support Services  |  |                                      |             |             |             |       |            |  |             |             |             |       |
| a. Development of Philippine Heritage Trees Coffee Table Book                | Coffee Table Book produced (no)  |                                      |             | 20          |             | 20    | MOOE       |  |             | 623         |             | 623   |
| b. Development of enhanced Geotagging Mobile Application                     | Mobile application developed (no)  |                                      | 1           |             |             | 1     | MOOE       |  | 500         |             |             | 500   |




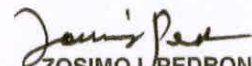
| P / A / P Code   | UWM   | FY 2023 Physical Performance/Targets |             |             |             |       | Exp. Class | FY 2023 Financial Performance/Targets ('000) |             |             |             |       |
|--|---|--------------------------------------|-------------|-------------|-------------|-------|------------|--|-------------|-------------|-------------|-------|
|  |   | Q1 Estimate                          | Q2 Estimate | Q3 Estimate | Q4 Estimate | TOTAL |            | Q1 Estimate                                  | Q2 Estimate | Q3 Estimate | Q4 Estimate | TOTAL |
|  |   | (3)                                  | (4)         | (5)         | (6)         | (7)   |            | (8)  | (9)         | (10)        | (11)        | (12)  |
| c. Packaging of Seeds and Production of IEC Materials for Xylarium   | Package of seeds for display and IEC materials developed (no) |                                      | 1           |             |             | 1     | MOOE       |  | 900         |             |             | 900   |
| d. Documentation of NGP good practices in Region 4B, 5 or 6 & 9  | AVP produced (no)   |                                      | 3           |             |             | 3     | MOOE       |  | 926         |             |             | 926   |
|  |   |                                      |             |             |             |       |            |  |             |             |             |       |
| <b>3. Capital Outlay</b>   |   |                                      |             |             |             |       |            |  |             |             |             |       |
| a. ICT Equipment   | ICT equipment procured (no)                                   | 1                                    |             |             |             | 1     | CO         | 92   |             |             |             | 92    |
|  |   |                                      |             |             |             |       |            |  |             |             |             |       |
| <b>Soil Conservation and Watershed Management including River Basin Mgt. &amp; Dev't</b>   |   |                                      |             |             |             |       | MOOE       | 952  | 0           | 0           | 0           | 952   |
| Orientation of policies on watershed   | Trainings conducted with report submitted (no)                | 1                                    |             |             |             | 1     | MOOE       | 810  |             |             |             | 810   |
|  |   |                                      |             |             |             |       |            |  |             |             |             |       |
| In support to DMC 2022-16: One time grant of rice assistance to all DENR employees, COS and Job workers for FY 2022                | Rice assistance granted (no)                                  | 1                                    |             |             |             | 1     | MOOE       | 142  |             |             |             | 142   |
|  |   |                                      |             |             |             |       |            |  |             |             |             |       |
| <b>ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL IMPROVED SYSTEMS</b>   |   |                                      |             |             |             |       | MOOE       | 143  | 1,974       | 0           | 0           | 2,117 |
| <b>Environment and Natural Resources Resiliency Program</b>  |   |                                      |             |             |             |       |            |  |             |             |             |       |
| <b>Natural Resources Assessment</b>  |   |                                      |             |             |             |       |            |  |             |             |             |       |
| Validation workshop on the result of the assessment of Philippine Master Plan for Climate Resilient Forestry Development (PMPCFRD) | Workshop conducted with report submitted (no)                 |                                      | 1           |             |             | 1     | MOOE       |  | 900         |             |             | 900   |


| P / A / P Code  | UWM                           | FY 2023 Physical Performance/Targets |             |             |             |       | Exp. Class | FY 2023 Financial Performance/Targets ('000) |             |             |             |       |
|---|-------------------------------|--------------------------------------|-------------|-------------|-------------|-------|------------|--|-------------|-------------|-------------|-------|
|   |                               | Q1 Estimate                          | Q2 Estimate | Q3 Estimate | Q4 Estimate | TOTAL |            | Q1 Estimate                                  | Q2 Estimate | Q3 Estimate | Q4 Estimate | TOTAL |
|   |                               | (3)                                  | (4)         | (5)         | (6)         | (7)   |            | (8)  | (9)         | (10)        | (11)        | (12)  |
| National roll-out and finalization of Result Based Monitoring and Evaluation (RBME) Framework                       | RBME Framework finalized (no) |                                      | 1           |             |             | 1     | MOOE       |  | 1,074       |             |             | 1,074 |
| In support to DMC 2022-16: One time grant of rice assistance to all DENR employees, COS and Job workers for FY 2022 | Rice assistance granted (no)  | 1                                    |             |             |             | 1     | MOOE       | 143  |             |             |             | 143   |

Prepared by:

Approved by:

  
**KENNETH R. TABLIGA**  
 Office in Charge, FPPKMD

  
**ZOSIMO I. PEDRON**  
 Chief, Budget Unit

  
**ARLEIGH J. ADORABLE, CESO III**  
 OIC Assistant Secretary for Field  
 Operations-Western Mindanao and  
 Director, in concurrent capacity