

## Republic of the Philippines

## Department of Environment and Natural Resources

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## **MEMORANDUM**

TO :

**All Regional Executive Directors** 

FROM

The Undersecretary

Policy, Planning and International Affairs

SUBJECT

REVIEW AND UPDATING OF ANNUAL NGP CONTRACT

DATABASE VIS-À-VIS ACCOMPLISHMENT AND DATA

**ATTRIBUTES** 

DATE

JUN 06 2023

In preparation for the development of a reforestation information management system (RIMS) and in light of the suggestion of COA to enhance our database, as well as in response to the increasing request of several stakeholders for NGP reforestation data, you are hereby advised to update the contract database from 2011 to 2022. The contract database contains the basic profile of the area contracted and its physical and financial status. This shall be continuously updated to capture the financial status and note those disturbances (fire and force majeure) occurred through time based on the DENR field office's report.

In this regard, you are hereby enjoined to submit to the Forest Management Bureau (FMB) the electronic file or URL link of the latest updated data, copy furnished the Office of the Undersecretaries for Field Operations for Luzon, Visayas and Mindanao, Office of the Undersecretary for Policy, Planning and International Affairs, and the Finance Management Services (FMS) twenty (20) days upon receipt of this Memorandum.

The contract database shall serve as the profile of the NGP Sites established. For the current and succeeding years, all reported annual accomplishment on seedlings produced, and seedlings and area planted must be consistent with the information stipulated in the contract database. Any targets that were not accomplished during the year and to be completed in the ensuing year should likewise be reported to ensure that the same will be accounted for. Attached is the template of the contract database with instructional guide on how to update and enhance your respective existing contract database which can also be accessed through this link: <a href="https://bit.ly/contract\_db">https://bit.ly/contract\_db</a>.

Should you have queries and guidance needed, please get in touch with the Forest Management Bureau through the National Greening Program Coordinating Office (NGPCO) through telephone number: (63-2) 8927-4873 or email <a href="mailto:fred.rfrs@fmb.denr.gov.ph">fred.rfrs@fmb.denr.gov.ph</a>.

FOR STRICT COMPLIANCE.

ATTY. JONAS R. LEONES

cc: Undersecretary for Field Operations - Luzon, Visayas and Environment Undersecretary for Field Operations - Mindanao Director, Financial Management Service

	CONTRACT PROFILE															CONTRACT EXECUTION									STATUS OF REGISTRY TO THE BOOK OF ACCOUNTS						FOREST DISTURBANCE			STATUS OF THE SITE				
PENRO IM	CENRO OR PLEMEN TING PENRO	CONGRES SIGNAL DISTRICT	BARANGA	MUNICIPALIT Y	MAJOR LAND- USE LOCATION (Name of Watershed, PA or NA)	ZONE (PRODUCT ON OR PROTECTION)	NAME OF PARTNER CONTRA TOR GROUP OR INDIVIDU	NAME OF OROUP CONTACT PERSON OF THE PARTNER OROUP	LOA/CONTRA T CODE (YRA/ CENRO CODE 3 DIGITS)	YEAR CONTRAC TRD	AREA CONTRAC TED (HA)	ACTUAL AREA PLANTED (HA)	NO. OF SEEDLI NGS TO BE PLANTE 0	NO. OF SEEDLI NGS PLANT ED	COMPO S NENT S	ONMODI TY (If mixed, specify all commodile within the contracted areas	PECIES PR	OST (3 EARS)	YEAR 1 COST	YEAR 2 COST	YEAR 3 COST	ACTUAL GROSS AMOUNT PAID (FROM YEAR 1 I	EXECUTION OF CONTRACT (MM/DD//) 15 DAYS 160 UPON ISSUANG	EXPIRY OP ONTRAC T (END DATE AT E YEAR 3)	NO. OF SITE/S OR POLYGON COVERED	RETENTIO N FEE at 3rd YEAR (Date paid)	AMOUNT STILL IN CIP	AMOUNT UNDER LAND MPROVE MENT	DATE OF ACTUAL TURN- OVER OF THE PROJECT TO DENR	OVER OF THE PROJECT TO THE PO OR OTHER PARTNER	DATE OF PERFORM ANGE VALIDATI ON REPORT (IAC REPORT)	SURVIVAL RATE ON THE 3RD YEAR	Area Damaged	Cause of Damage	Status of Derecognit. ion	Date Updated	Status (Asiopted, Partly Asiopted, Tenured, Ongoing Precess for Yenure, NIA)	Adoptin Entity Na or Type Tenurs
a	b	C	d	е	f	g	h	1	1	k	1	m	n	0	р	q	r	S	t	u	٧	W	X	У	Z	aa	bb	cc	dd	ee	ff	gg	hh	11	jj	kk	11	mn
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- PENRO
- CENRO OR IMPLEMENTING PENRO
- CONGRESSIONAL DISTRICT
- BARANGAY
- MUNICIPALITY
- MAJOR LAND-USE LOCATION (Name of Watershed, PA or NA)
- ZONE (PRODUCTION OR PROTECTION)
- NAME OF PARTNER/CONTRACTOR (GROUP OR INDIVIDUAL)
- NAME OF GROUP CONTACT PERSON OF THE PARTNER GROUP
- LOA/CONTRACT CODE (YEAR-CENRO CODE-3 DIGITS)
- YEAR CONTRACTED
- AREA CONTRACTED (HA)
- m ACTUAL AREA PLANTED (HA)
- NO. OF SEEDLINGS TO BE PLANTED
- NO. OF SEEDLINGS PLANTED
- COMPONENT
- COMMODITY
- SPECIES TO BE PLANTED
- S PROJECT COST (3 YEARS)
- t YEAR 1 COST
- U YEAR 2 COST
- V YEAR 3 COST
- W ACTUAL GROSS AMOUNT PAID (FROM YEAR 1 to 4)
- X DATE OF EXECUTION OF CONTRACT (MM/DD/YR) 15 DAYS UPON ISSUANCE OF NTP)
- DATE OF EXPIRY OF CONTRACT (END DATE AT YEAR 3)
- NO. OF SITE/S OR POLYGON COVERED
- aa RETENTION FEE at 3rd YEAR (Date paid)
- bb AMOUNT STILL IN CIP
- CC AMOUNT UNDER LAND IMPROVEMENT
- dd DATE OF ACTUAL TURN-OVER OF THE PROJECT TO DENR
- 66 TURN-OVER OF THE PROJECT TO THE PO OR OTHER PARTNERS WITH MANAGEMENT ARRANGEMENT
- DATE OF PERFORMANCE VALIDATION REPORT (IAC REPORT)
- gg SURVIVAL RATE ON THE 3RD YEAR
- hh Area Damaged
- Cause of Damage
- Status of Derecognition
- Date Updated
- Status (Adopted, Partly Adopted, Tenured, Ongoing Process for Tenure, N/A)
- mm Adopting Entity Name or Type of Tenure

## Instructional Guideline

- 1. Review the existing contract database as well the registry of reforestation projects
- 2. Review the detailed annual accomplishment reports that was prepared on a weekly basis
- 3. Compare the existing yearly contract database and database of reported annual accomplishment and cross-check which of the contracted area and sites that were not accounted for
- Note those that were not accounted and revisit whether these area contracted were accomplished or not
- If there is not contract database for a certain year (e.g. 2018 to 2022, refer to the respective annual database of accomplihment and lift/copy the data needed for then generate the contract database and fill-out the other data needed