



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: https://bit.ly/contract_db.

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 frcd.rfrs@fmb.denr.gov.ph.

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

