

ADVISORY

LAUNCHING OF THE COMMUNITY-BASED FOREST MANAGEMENT (CBFM) STRATEGIC PLAN FOR CYs 2023-2032

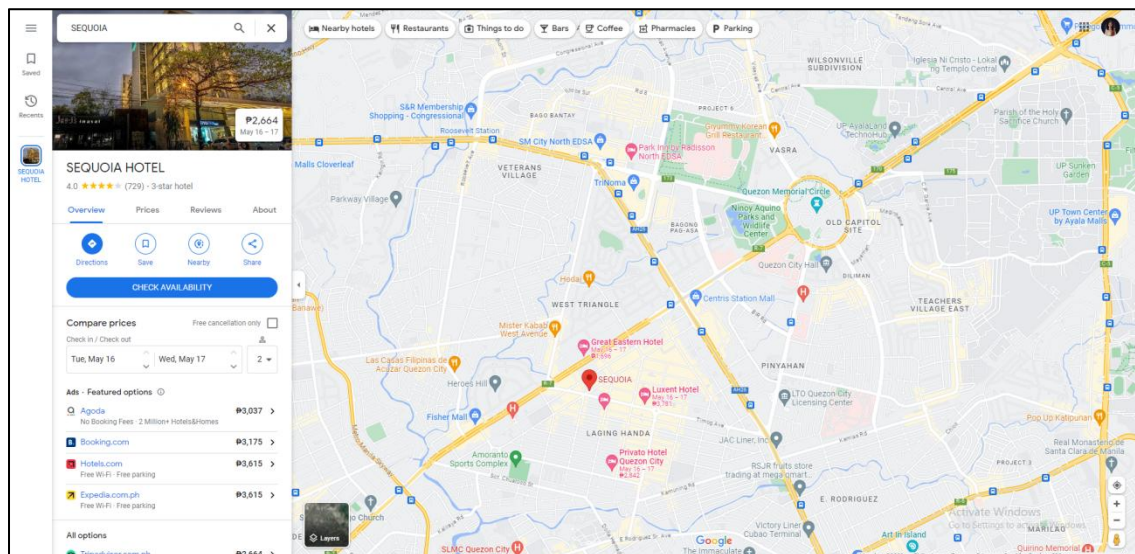
Sequoia Hotel, Quezon City | May 19, 2023

I. Date and Venue

The launching event will be held on **19 May 2023** (exclusive of travel time) at **Sequoia Hotel, Quezon City** at **10:00 AM - 3:00 PM**. The arrival dates are 18-19 May 2023 and departure dates are 19-20 May 2023. All participants are expected to be at the venue on or before the event proper. Standard **check-in time is 2:00 PM**, while **check-out time is 12:00 NN**.

Complete Address: Ground Floor Ballroom, Sequoia Hotel | 91-93 Mother Ignacia Avenue, corner Timog Ave, Quezon City, 1103 Metro Manila

Google Map Link: <https://bit.ly/42XV8iL>



II. Travel and Transportation

All transportation and traveling expenses of the participants from their respective offices to and from the venue shall be charged against their respective Offices. For monitoring purposes, the participants are requested to provide their travel details, as well as ETA at Quezon City through the link: <https://bit.ly/ConfirmationOfAttendees>. The deadline for confirmation will be on March 17, 2023, at 12:00 NN. Access to the link will be restricted by this time.

There will be no provision of transportation for this event. All participants will be responsible for their own transportation except for the Regional Executive Directors and other officials who will be picked-up from Clark, Pampanga on May 18, 2023 at 6:00 PM.

III. Program and Activities

The provisional program of the activities can be downloaded [HERE](#) for reference and information of the participants.

IV. Dress code

Participants/Guests are requested to wear **Filipino attire** (i.e., barong, Filipiniana, Filipino native clothes, Filipino-inspired attire, or any traditional Filipino clothing)

V. Accommodation and Meals

Hotel accommodation and meals are included. The hotel provides daily breakfasts as an inclusion to room occupancy. In addition, the following meals will be provided during the workshop:

18 May, Thursday	:	PM Snacks and Dinner
19 May, Friday	:	Lunch, AM and PM Snacks and Dinner
20 May, Saturday	:	Breakfast, only for those with room occupancy

CBFM-POs staying at ATI Hostel on May 17, 2023 will be provided with dinner by Yakap Kalikasan. Breakfast shall be served to them at Sequoia Hotel.

Food and drinks requested in addition to the regular meals will be charged to personal accounts.

Check-in: March 18 or 19, 2023; 2:00 PM

Check-out: March 19 or 20, 2023; 12:00 NN

For regional participants bringing PO products coming from Luzon, accommodation for drivers (one for each region) will be provided.

VI. Health Protocols

Participants are advised to observe precautionary measures in relation to COVID-19 such as wearing of face masks and practicing physical distancing at all times. **Participants should bring their vaccination cards and/or relevant health certificates during the event.**

VII. References

DENR SO: <https://bit.ly/45fRAum>

FMB SO: <https://bit.ly/3pLj6Q8>

VIII. Launching Event Coordinators

Please feel free to contact any of the launching event coordinators if you have any queries or clarification/s:

Mr. Joshua S. Saluria or For. Pauline Angela P. Reyes, CFS | 8927-7278

Ms. Janet Martires, Yakap Kalikasan, for performances and program.

Ms. Dolor Cruz, Yakap Kalikasan, for reimbursements (for POs only), concerns about food, and product display area.

Ms. Sol Alafag, Yakap Kalikasan, for hotel/room assignments.

You may also message the staff of the Community Forestry Section of FMB or you may send an email to frmd.cfs@fmb.denr.gov.ph.

For your information and guidance.

FOREST MANAGEMENT BUREAU