



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

TO : **The Directors**
Strategic Communications and Initiatives Service
Knowledge and Information Systems Service

The Bureau Directors
ERDB, FMB, BMB, LMB

The OIC Director
Policy and Planning Service

The Regional Executive Directors
Regions CAR, 1 to 13

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

SUBJECT : **NCI SRD MANAGEMENT INFORMATION SYSTEM
USER TRAINING ON NOVEMBER 6-7, 2023 IN
QUEZON CITY**

DATE : **NOV 03 2023**

This refers to the letter dated October 23, 2023, signed by DA Undersecretary Zamzamin L. Ampatuan requesting a venue for NCI-SRD Management Information System (MIS) User Training scheduled on November 6-7, 2023, via live teleconferencing. The MIS User Training is part of the Knowledge Management Component Working Group's (KM CWG) Strategic Plans and Targets for FY 2023-2028.

In light of this, kindly represent the DENR in this activity. Please refer to the requirements for the breakdown of slots provided by NCI-SRD:

NTWG - PPS	1
KM CWG (1 representative each) Ecosystems Research and Development Bureau Forestry Management Bureau Biodiversity Management Bureau Land Management Bureau Knowledge and Information Systems Service Strategic Communication and Information Service	6
DENR RCI TWG (Virtual) (2 per region: 1 registered encoder and 1 registered verifier) DENR Regions CAR, 1 to 13	30

Kindly confirm through: <https://tinyurl.com/MISUserTrainingNov2023> on or before Tuesday, October 31, 2023. Please be advised that the NCI SRD Secretariat will be coordinating with your office for the final venue in Quezon City.

For confirmation and other concerns, please contact Ms. Wendy Arceo of the NCI-SRD Secretariat at (02) 89288741 local 2275 or 86817308 or via email at ncisrd@da.gov.ph.

For your preferential attention and appropriate action, please.



ATTY. JONAS R. LEONES