



Republic of the Philippines

DA - DAR - DENR - DILG

National Convergence Initiative for Sustainable Rural Development (NCI-SRD)

LETTER

Reference Code:	NCI-SRD_FR_029_2
Reference No.:	
Page No.:	1 of 1

24 October 2023

ADVANCE COPY

ATTY. JONAS R. LEONES, CESO I

Undersecretary for Policy, Planning and International Affairs

Department of Environment and Natural Resources (DENR)

Visayas Avenue, Diliman, Quezon City

Dear **Undersecretary Leones:**

This refers to the **NCI-SRD Management Information System User Training** which shall be held on **November 6-7, 2023** at Quezon City with live teleconferencing. The workshop aims to familiarize the participants with the usage of the MIS and have adept understanding of its features. Attached is the provisional program for your reference.

In line with this, we would like to **request for assistance in facilitating the physical attendance of participants from the national level and virtual attendance from the regional level:**

NATIONAL LEVEL (Physical)	
National Technical Working Group (NTWG) Member or Permanent Alternate	
1. Policy and Planning Service (PPS) - Director Cheryl Loise Leal	1
KM CWG Member or Permanent Alternate (1 per office)	6
1. Ecosystems Research and Development Bureau (ERDB)	
2. Forestry Management Bureau (FMB)	
3. Biodiversity Management Bureau (BMB)	
4. Land Management Bureau	
5. Knowledge and Information Systems Service (KISS)	
6. Strategic Communication and Information Service (SCIS)	
REGIONAL LEVEL (Virtual)	
DENR Regional Convergence Initiative Technical Working Group Members (RCI TWG) (2 per region: 1 registered encoder and 1 registered verifier)	30
TOTAL	37



For confirmation, kindly accomplish the Confirmation Form: <https://tinyurl.com/MISUserTrainingNov2023> or scan the QR code provided on or before **Tuesday, October 31, 2023**. Please be advised that we will be coordinating with your office for the final venue in Quezon City. For questions or clarifications, your staff may contact Ms. Wendy Arceo of the NCI-SRD National Secretariat at (632) 8929 4927 local 2275, or email us at ncisrd@gov.ph

Thank you for your continued support to the NCI-SRD.

Yours truly,

ENGR. ZAMZAMIN L. AMPATUAN, CESO I

DA Undersecretary for Special Concerns and Infrastructure and

DA Permanent Alternate Representative, National Steering Committee (NSC)

NCI-SRD