



Republic of the Philippines
Department of Environment and Natural Resources
FOREST MANAGEMENT BUREAU
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ADVISORY

WORKSHOP ON THE INVENTORY OF STRUCTURES WITHIN FORESTLAND Cluster 1: CORDILLERA ADMINISTRATIVE REGION | October 10-13, 2023

NOTE: Please be advised to regularly visit this Advisory until October 6, 2023 as updates will be made.

I. Pre-Registration

To assist us in organizing the workshop seamlessly, we kindly request participants to complete the pre-registration on or before October 05, 2023 until 5:00PM only. This will serve as your confirmation of attendance for the activity. Your cooperation is greatly appreciated. You may scan this QR code or click this link: <https://tinyurl.com/PRE-REGISTRATION-STRUCTURES>



II. Date and Venue

The workshop will be held on **10-13 October 2023** (inclusive of travel time) at [Lafaayette Luxury Suites, Baguio City](#). The arrival date is 10 October 2023, Tuesday and checkout is 13 October 2023, Friday. All participants are expected to be at the venue on or before the workshop proper.

Complete Address: Corner, #1 Loakan Rd, Baguio, 2600 Benguet

Google Map Link: <https://tinyurl.com/LAFAAYETTE-LUXURY-SUITES>

III. 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.

There will be no provision for transportation for this Cluster. All participants shall be responsible for their own transportation.

IV. Program and Activities

The provisional program of the activities can be downloaded by scanning this QR Code or using this link <https://tinyurl.com/PROGRAM-STRUCTURES2023> for reference and information of the participants.



Participants are requested to bring their own laptops, notebooks, and pens, as well as ALL shapefiles on Tenure Instruments, reforestation project and watershed as of September 2023 for verification of the Universe for the said activity.

V. Dress code

Throughout the entire duration of the activity, participants are encouraged to dress in casual attire.

In addition, please ensure that you have your ARTA ID with you.

VI. 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:

10 October, Tuesday	:	PM Snacks and Dinner
11 October, Wednesday	:	Lunch, PM Snacks and Dinner
12 October, Thursday	:	Lunch, PM Snacks and Dinner
13 October, Friday	:	Lunch, PM Snacks

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

Check-in: October 10, 2023 - 3:00 PM

Check-out: October 13, 2023 - 10:00 AM

The accommodation of drivers per Regional participants (Region 1, 2, 3, CALABARZON, MIMAROPA, and 5, except CAR) will be provided, but limited to one (1) driver per Region only.

VII. Health Protocols

For the safety and well-being of all participants, we kindly request everyone to adhere to COVID-19 precautionary measures throughout the workshop. **Participants should bring their vaccination cards and/or relevant health certificates during the workshop.**

VIII. References / Attachments

1. DENR Administrative Order [DRAFT]
2. FMB Special Order No. 2023-252 dated September 26, 2023
3. DENR Special Order [Advance Copy]

Scan this QR Code to view the documents using any mobile phones,



or click this link:

<https://tinyurl.com/REFERENCE-STRUCTURES>

The signed DENR Special Order will be provided once signed by Augusto Dela Peña, the Undersecretary for Organizational, Transformation and Human Resources.

IX. Workshop Coordinators

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

Program	:	For. Sharmaine Jane B. Ferrer +63 939 651 4941
Hotel/Logistics	:	Ivy Scarella +63 927 521 0098 or Jyren Rey Salva +63 995 724 1118

You can also send an email to fppkmd.fgdis@fmb.denr.gov.ph.

For information and guidance.

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