



SEP 20 2023

MEMORANDUM

FOR : The Regional Executive Directors
All Regions

FROM : Assistant Secretary for International Affairs
and concurrent OIC Director

SUBJECT : **SUBMISSION AND MONITORING OF CLEANSED
BIODIVERSITY SPATIAL DATASETS FOLLOWING THE
STANDARD ATTRIBUTES IN THE DENR CONTROL MAP**

In line with the continuous commitment to enhance the biodiversity spatial data quality and consistency in the DENR Control Map (DENRCM), the Bureau aims to provide this protocol for the instructions and guidelines in the submission and monitoring of cleansed spatial datasets.

I. SUBMISSION PROCESS

- a. The PAMO/CENRO should furnish their spatial datasets in a file geodatabase format to the GIS Operators designated at the PENRO following the schema of standard attributes.
- b. The GIS Operators assigned to PENRO should initially consolidate, cleanse, and store all submissions from PAMOs/CENROs in a dedicated file geodatabase before proceeding to transfer the data to the DENR Control Map Portal.
- c. Upon the completion of spatial layer cleansing by PENROs in the DENRCM Portal, a memorandum must be submitted to the Regional Office, enumerating the list of the cleansed layers for verification.
- d. At the Regional Office, the GIS Operator or the DENRCM Focal Persons are tasked to review, verify, and assign unique IDs to the spatial data that PENROs have uploaded/updated on the DENRCM Portal.
- e. The Regional Office should inform the Biodiversity Management Bureau (BMB) through a memorandum upon completion of the review and verification, providing a list of the spatial layers that have been completed and cleansed at the DENRCM Portal.



- f. Upon receipt of the memorandum from the regional offices, the BMB is responsible for reviewing the updated layers on the DENRCM Portal. Layers that have been verified and completed will be officially marked as such.

I. UPDATES AND REVISIONS

- a. Should updates or revisions to the datasets become necessary, the Bureau will issue a memorandum to the Regional Office, listing the specific layers requiring clarification or revision.
- b. Following the necessary modifications and confirming completion, kindly adhere to the prescribed submission protocol.

II. TIMELINE

Enclosed within this memorandum, is the suggested timetable for data cleansing, submission, and verification (Annex A).

II. MONITORING

DENRCM Focal Persons within BMB shall monitor the data cleansing and updating procedures on the DENRCM Portal. Their primary objective is to verify that the spatial datasets adhere to the standard attributes and are finalized within the specified deadline. Rigorous quality assessments will be carried out, and any identified discrepancies or concerns will be promptly conveyed to the Regional Office.

For your information and appropriate action.


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BIODIVERSITY MANAGEMENT BUREAU



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