

MEMORANDUM

FOR : The Regional Executive Directors
All Regions

FROM : The OIC Assistant Director
In-charge, Office of the Director

SUBJECT : **PROCUREMENT OF DRONES FOR PROTECTED AREA
MANAGEMENT**

In line with the 2024 targets on the procurement of drones to be used in protected area management, we are providing the following advice on the procurement process:

1. Target Equipment for Procurement

The target equipment for procurement are summarized in **Annex A**. The targets are updated based on the submission of Operations Plan by the Regional Offices.

2. Terms of Reference

The Terms of Reference is provided as **Annex B**. The Terms of Reference aims to provide uniform specifications of equipment to be procured and used by the DENR. Uniformity in specifications and functions will provide for standardized trainings of operators, familiarity with equipment and expected outputs, and ease of data-sharing.

3. Hiring of personnel for the operation of drones

In consideration of the timeline for the procurement of equipment, the target for the hiring of personnel for the operation of drones should be in the 4th Quarter.

4. Savings and supplemental funds

Capital outlay savings due to changes in target drones and accessories to be procured should be allocated to supplement the budget for the procurement of Automated Weather Stations. Savings from Maintenance and Other Operating Expenses (MOOE) due to non-hiring of personnel should augment budget for needs of other targets of the same expense class. The changes in the targets should be reflected in the revised Work and Financial Plans of the concerned DENR Offices (**Annexes C and D**).

Supplemental funds from Central Office-Based Funds will be downloaded to Regional Offices whose budget need exceed the regular budget included in the General Appropriations Act 2024 due to the changes in target drones and accessories to be procured. The BMB will prepare the Work and Financial Plan for the supplemental funds.

For guidance.

ARMIDA P. ANDRES

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