

Republic of the Philippines Department of Environment and Natural Resources

MIMAROPA Region

Provincial Environment and Natural Resources Office Oriental Mindoro

1

December 21, 2022

MEMORANDUM

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FOR

The Regional Executive Director

MIMAROPA Region

THRU

The Assistant Regional Director for Technical Services

FROM

The OIC-PENRO

Oriental Mindoro

SUBJECT

SUBMISSION OF SUMMARIZED MONTHLY ACCOMPLISHMENT REPORT OF FOREST EXTENSION OFFICERS (FEOs) AND TECHNICAL STAFF HIRED UNDER THE ENHANCED NATIONAL GREENING PROGRAM

(ENGP) IMPLEMENTATION

Submitted is the summarized monthly accomplishment report of Forest Extension Officer (FEOs) and Technical Staff hired under the Enhanced National Greening Program (ENGP) for the month of December, 2022.

Based on the report, the following activities were undertaken:

- 1. Conducted injection on the 2nd year maintenance and protection activities for second semester;
- 2. Assisted in the preparation of billing documents of ENGP CY 2022 2nd year maintenance and protection for second semester;
- 3. Assisted the PENRO personnel in the monitoring of established forest nursery at Brgy. San Roque, Bulalacao, Oriental Mindoro;
- 4. Reviewed and consolidated the geo-tagged photos of the CENROs on the 2nd year maintenance and protection activities;
- 5. Updated and Maintained the NGP Financial performance of 2021 establishment;
- 6. Assisted in the preparation of annual report of ENGP CY 2022;
- 7. Prepared the 4th quarter report of ENGP CY 2022;
- 8. Prepared the attachments of billings of four (4) ENGP partners/contractors for 2nd year maintenance and protection;
- 9. Reviewed the submitted billing documents of CENROs on 2nd year maintenance and protection; and
- 10. Prepared and submitted ENGP monthly accomplishment report.

ALAN E. VALLE

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Summarized Monthly Report of Forest Extension Officers (FEOs) and Technical Staff hired under NGP for the month of: December 2022

TEMPLATE 03. Summarized Monthly Report of Forest Extension Officers (FEOs) and Technical Staff hired under NGP.

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					MIMAROPA										MIMAROPA	PENRO ORIENTAL MINDORO		REGION	
					PANALIGAN										BISLOMBRE	AL MINDORO		FAMILY NAME	PERSON
					ALBERT										SHARMAINE			GIVEN NAME	PERSONAL INFORMATION
					54										K			<u>s</u>	
					ORIENTAL MINDORO										ORIENTAL MINDORO		REG'L OFFICE C	PLACE OF ASSIGNMENT (REGIONAL OFFICE/PENRO/CENRO)	
																	CENRO	NMENT ENRO)	
					Project Monitoring and Evaluation Officer										Project Monitoring and Evaluation Officer			DESIGNATION	PERSONAL INFORMATION
					10										10	10	CY 2022	ASSIGI SITE	
																	CY 2021 or older	COUNT OF ASSIGNED NGP SITE/S (NO.)	
					740										740	740	CY 2022	AREA OF NGP S HEC	
																	CY 2021 or older	AREA OF ASSIGNED NGP SITE IN HECTARE	
 Reviewed and consolidated the geo-tagged photos for monthly accomplishment report of CENRO Roxas for the ENGP CY 2022 2nd year maintenance and protection 	4. Sorted billing documents of ENGP CY 2022 2nd year maintenance and protection in CENRO Roxas	3. Collected the updated geo-tagged photos	 Assisted in the preparation of billing documents of ENGP CY 2022 2nd year maintenance and protection in CENRO Roxas 	Conducted inspection on 2nd year maintenance and protection activities for the second semester CY 2022 located at Brgys, Cabugao, Mialagrosa and San Isidro, Bulalacao, Oriental Mindoro			8. Prepared and submitted the "Status of NGP Activities Physical and Financial Accomplishments"	7. Submitted the consolidated ENGP monthly accomplishment report of CENRO Roxas and Socorro	6. Consolidated the "Summarized Monthly Report of Forest Extension Officers (FEOs) and Technical Staff hired under NGP within CENRO Socorro	Reviewed and consolidated the submitted templates for monthly report on physical and financial accomplishment of CENRO Socorro for the ENGP CY 2022 2nd year maintenance and protection	Reviewed and consolidated ENGP geotagged photos of activities for 2nd year maintenance and protection of CENRO Socorro	Assisted in the preparation of billing documents of ENGP CY 2022 2nd year maintenance and protection for 2nd semester in CENRO Socorro	2. Assisted in the preparation of inspection report for attachment of billings in CENRO Socorro	Conducted inspection on 2nd year maintenance and protection activities for second semester located at Brgy. Tabinay, Puerto Galera and Brgy. Paitan, Naujan, Oriental Mindoro			NGP ACTIVITIES (SMP, Sding, Prodn., Plantn. Estab., M& P Yr1-3)	ACTUAL ACCOMPLISH	WORK ASSIGNMENT
																	TRAININGS & WORKSHOPS ATTENDED	IMENT/S BY CATEGORY (Pls. include all other	SIGNMENT
			Reviewed the submitted monthly accomplishment report of CENRO Roxas on the maintenance of clonal nursery and production of quality planting materials	Reviewed the submitted monthly accomplishment report of CENRO Roxas on the maintenance and Protection of Individual Plus Trees								3.Consolidated updated maps layout and shapefiles	2. Followed up the CENROs in the annual report to be consolidated by this Office	Assisted in the preparation of annual report of ENGP CY 2022			TECHNICAL ASSISTANCE ASIDE FROM NGP PARTNER ORGANIZATION	ACTUAL ACCOMPLISHMENT/S BY CATEGORY (Pis. include all other tasks assigned to FEOs and Technical Staff whether related to eNGP or not	
			2. Sorted and filed NGP documents	Sorted files of Memorandum covering the month of October to November 2022													R OTHERS (Officer of the Day, Document follow-up, etc.)	lated to eNGP or not)	

			2					1 1	CEN			ω			NO.	
			MIMAROPA					MIMAROPA	CENRO ROXAS			MIMAROPA			REGION	•
			LUBOS					AÑONUEVO				SALAZAR			FAMILY NAME	PERSON
			JAYSON					GARRY				NESIREE		-	GIVEN NAME	PERSONAL INFORMATION
			T. ORU					T. ORI			-	A. ORI			M.I. OF	
			ORIENTAL MINDORO					ORIENTAL MINIDORO				ORIENTAL MINDORO		REG'L OFFICE / PENRO	PLACE OF ASSIGNMENT (REGIONAL OFFICE/PENRO/CENRO)	
			ROXAS F					ROXAS F						CENRO	GNMENT (CENRO)	
			Forest Extension Officer					Forest Extension Officer				Accounting Clerk			DESIGNATION	
			3					ω	6					CY 2022	COUNT OF ASSIGNED NGP SITE/S (NO.)	
			0					0						CY 2021 or older		
			156					214	370					CY 2022 C)	AREA OF ASSIGNED NGP SITE IN HECTARE	
3. / doca Prot	2. A Acc ENO Prot Bula	1. / Acc ENG Prot	0	Prot	· ω	2.A Acc ENG Prot	1.A. Acc ENC Prot	0		perf	1. N		6. C	CY 2021 NC or older	SIGNED	
Assisted in the preparation of progress billing documents of ENGP 2nd Year Maintenance and Protection	2. Assisted CENRO and PENRO Inspection Acceptance Committee in the inspection/validation of ENGP accomplishment of 2nd Year Maintenance and Protection within ELCAC Barangay of Milagrosa, Bulalacao, Oriental Mindoro;	Assisted CENRO and PENRO Inspection Acceptance Committee in the inspection' validation of ENGP accomplishment of 2nd Year Maintenance and Protection located at Brgy. Balugo, Mansalay, Oriental Mindoro;		documents of ENSY and Year Manuelance and Protection	3. Assisted in the preparation of progress billing	2.Assisted CENRO and PENRO Inspection Acceptance Committee in the inspection; validation of ENGP accomplishment of 2nd Year Maintenance and Protection within ELCAC Barangay of San Isidro, Bulalacao, Oriental Mindoro;	I. Assisted CENRO and PENRO Inspection Acceptance Committee in the inspection/validation of ENGP accomplishment of 2nd Year Maintenance and Protection located at Brgys. Cabugao and San Isidro, Bulalacao, Oriental Mindoro;			Updated and Maintained NGP Financial performance of 2021 establishment	Maintained and updated the NGP Registry Book		6. Conducted inspection on 2nd year maintenance and protection activities for the 2nd semester CY 2022	NGP ACTIVITIES (SMP, Sding, Prodn., Plantn. Esiab., M& P Yr1-3)	ACTUAL ACCOMPLISH	WORK ASSIGNMENT
														TRAININGS & WORKSHOPS ATTENDED	MENT/S BY CATEGORY (Pls. include all other	IGNMENT
		Assisted in the monitoring of SPA-IPTs located at Brgys. Bukal and Formon, Bongabong, Oriental Mindoro;					Assisted PENRO Personnel in the monitoring of Established Nursery at Brgy. San Roque, Bulalacao, Oriental Mindoro;							TECHNICAL ASSISTANCE ASIDE FROM NGP PARTNER OTHERS (Officer of the Day, Document follow-up, organization	ACTUAL ACCOMPLISHMENT/S BY CATEGORY (Pis. include all other tasks assigned to FEOs and Technical Staff whether related to eNGP or not)	

•	PERSONAL INFORMATION	ORMATION								WORK ASSIGNMENT	NMENT	
			PLACE OF ASSIGNMENT (REGIONAL OFFICE/PENRO/CENRO)	NMENT L DENRO)	DESIGNATION	COUNT OF ASSIGNED NGP SITE/S (NO.)	IT OF ED NGP (NO.)	AREA OF A	AREA OF ASSIGNED NGP SITE IN HECTARE	ACTUAL ACCOMPLISHM	ENT/S BY CATEGORY (Pls. include all other	ACTUAL ACCOMPLISHMENT/S BY CATEGORY (Pis. include all other tasks assigned to FEOs and Technical Staff whether related to eNGP or not)
A	FAMILY NAME GIV	GIVEN NAME M.I.	 REG'L OFFICE (CENRO	DESIGNATION	CY 2022	CY 2021 or older	CY 2022	CY 2021 or older	NGP ACTIVITIES (SMP, Sdling. Prodin., Plantin. Estab., M& P Yr1-3)	TRAININGS & WORKSHOPS ATTENDED	TECHNICAL ASSISTANCE ASIDE FROM NGP PARTNER ORGANIZATION
CENRO SOCORRO	-		-			4		370				
1 MIMAROPA ARGUELLES		ADRIAN G	ORIENTAL SO	SOCORRO F	Forest Extension Officer	2	0	207	0			
										Assisted the PENRO and CENRO Composite Inspection and Acceptence Committee (IAC) inspection dated November 22 - 23, 2022 on the maintenance and protection activities undertaken by ROCKY LINUMBAY in an eNGP CY 2021 site located at Brgy. Tabinay, Puerto, Galera, Oriental Mindoro		
										2. Assisted the PENRO and CENRO Composite Inspection and Acceptence Committee (IAC) inspection dated November 24 - 25, 2022 on the maintenance and protection activities undertaken by VICTOR BARTOLOME in an eNGP CY 2021 site located at Brgy. Villaflor, Puerto Galera, Oriental Mindoro		
										3. Assisted the PENRO and CENRO Composite Inspection and Acceptence Committee (IAC) inspection dated November 29 - December 01, 2022 on the maintenance and protection activities undertaken by MANING SINDURAAN in an eNGP CY 2021 site located at Brgy. Tabinay, Puerto Galera, Oriental Mindoro		
										4. Assisted the PENRO and CENRO Composite Inspection and Acceptence Committee (IAC) inspection dated December 02, 2022 on the maintenance and protection activities undertaken by REYNALDO LINTAWAGIN in an eNGP CY 2021 site located at Brgy. Patian, Naujan Oriental Mindoro		
										5. Assisted in the Preparation of necessary documents and other Accomplishment Report		
2 MIMAROPA NAMBIO		JOVET M	 ORIENTAL SO	SOCORRO F	Forest Extension Officer	2	0	163	0			
										Assisted the PENRO and CENRO Composite Inspection and Acceptence Committee (IAC) inspection dated November 22 - 23, 2022 on the maintenance and protection activities undertaken by ROCKY LINUMBAY in an eNGP CY 2021 site located at Brgy. Tabinay, Oriental Mindoro		
										2. Assisted the PENRO and CENRO Composite Inspection and Acceptence Committee (IAC) inspection dated November 24 - 25, 2022 on the maintenance and protection activities undertaken by VICTOR BARTOLOME in an eNGP CY 2021 site located at Brgy. Villaflor, Puerto Galera, Oriental Mindoro		
										3. Assisted the PENRO and CENRO Composite Inspection and Acceptence Committee (IAC) inspection dated November 29 - December 01, 2022 on the maintenance and protection activities undertaken by MANING SINDURAAN in an eNGP CY 2021 site located at Brgy. Tabinay, Puerto Galera Oriental Mindoro		

NO.	REGION	PERSON.	AL INFORMATION GIVEN NAME	M.I.	PLACE OF ASSIGNMENT (REGIONAL OFFICE/PENRO/CENRO) / PENRO CENRO	GRIMENT AL VICENRO)	DESIGNATION	ASS SIT	O E Z	NT OF VIED NGP S (NO.) CY 2021 or older	NT OF VIED NGP S (NO.) CY 2021 or older	NIT OF AREA OF ASSIGNED NGP NGP SITE IN S(NO.) HECTARE CY 2021 CY 2022 Of older	NIT OF AREA OF ASSIGNED NED NGP NGP SITE IN S(NO.) HECTARE CY 2021 CY 2022 CY 2021 NGP ACTIVITIES (SMP, Sding, P or older M& P Yrl-3)	NIT OF AREA OF ASSIGNED NED NGP NGP SITE IN S(NO.) HECTARE CY 2021 CY 2022 CY 2021 NGP ACTIVITIES (SMP, Sding, P or older M& P Yrl-3)	NOT OF AREA OF ASSIGNED NED NGP NGP SITE IN S(NO.) HECTARE CY 2021 CY 2022 CY 2022 Or older NGP ACTIVITIES (SMP, Sdling, Prodin, Plantin, Estab., M& P Yr1-3)
		GIAC	Annual Control of the		REG'L OFFICE / PENRO	CENRO	DEGIGNATION	CY 2022 C		100000000000000000000000000000000000000	<u>a</u> 00			NGP ACTIVITIES (SMP, Sding. Prodn., Plantn. Estab., M& P Yr1-3)	NGP ACTIVITIES (SMP, Sding. Prodn., Planin. Estab., TRAININGS & WORKSHOPS ATTENDED
											BLP da h 4	4. Assisted the PENRO and CENRO Co. Inspection and Acceptence Committee (I dated December 02, 2022 on the mainte protection activities undertaken by REYI LINTAWAGIN in an eNGP CY 2021 st Brgy. Pattan, Naujan, Oriental Mindoro	4. Assisted the PENRO and CENRO Composite Inspection and Acceptence Committee (IAC) inspection dated December 02, 2022 on the maintenance and protection activities undertaken by REYNALDO LINTAWAGIN in an eNGP CY 2021 site located at Brgy. Pattan, Naujan, Oriental Mindoro	and CENRO Composite toe Committee (IAC) inspection 22 on the maintenance and ertaken by REYNALDO NGP CY 2021 site located at riental Mindoro	and CENRO Composite toe Committee (IAC) inspection 22 on the maintenance and ertaken by REYNALDO ertaken by REYNALDO riental Mindoro
		Anna ann an Anna ann an Anna ann an									留 卦 5	5. Prepared necessary docun the billing of 4 contractors fe and protection 2nd semester	 Prepared necessary documents and attachments for the billing of 4 contractors for 2nd year maintenance and protection 2nd semester 	ments and attachments for for 2nd year maintenance r	ments and attachments for for 2nd year maintenance
											0 % 6	6. Prepared Annual Report for CY 2 National Greening Program within the CENRO Socorro, Oriental Mindoro	 Prepared Annual Report for CY 2022 Enhanced National Greening Program within the jurisdiction of CENRO Socorro, Oriental Mindoro 	ort for CY 2022 Enhanced am within the jurisdiction of tal Mindoro	ort for CY 2022 Enhanced arm within the jurisdiction of tal Mindoro
											Q X 7	7. Prepared 4th Quarter Report for C National Greening Program within the CENRO Socorro, Oriental Mindoro	7. Prepared 4th Quarter Report for CY 2022 Enhanced National Greening Program within the jurisdiction of CENRO Socorro, Oriental Mindoro	r Report for CY 2022 Enhanced gram within the jurisdiction of anilal Mindoro	r Report for CY 2022 Enhanced gram within the jurisdiction of mtal Mindoro
											90	8. Prepared eNGP Ma	eNGP Monthly Accomplishment Report	onthly Accomplishment Report	onthly Accomplishment Report

Reviewed by:

AMOR D. ASI

Forester III/Chief, CDS

Consolidated by:

Noted by:

ALANGUALLE