



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Provincial Environment and Natural Resources Office
Oriental Mindoro

July 26, 2022

DENR MIMAROPA RECORDS SECTION	
RECEIVED	
29 JUL 2022	
<input checked="" type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY _____	DATE NO. _____

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

ATT'N. : The NGP Regional Coordinator

FROM : The In Charge, PENR Officer
Oriental Mindoro

SUBJECT : **SUBMISSION OF SUMMARIZED MONTHLY ACCOMPLISHMENT REPORT OF FOREST EXTENSION OFFICERS (FEOs) AND TECHNICAL STAFF HIRED UNDER CY 2022 ENHANCED NATIONAL GREENING PROGRAM IMPLEMENTATION**


Submitted is the summarized Monthly Accomplishment Report of Forest Extension Officer (FEOs) and Technical Staff hired under Enhanced National Greening Program (ENGP) for the month of July, 2022.

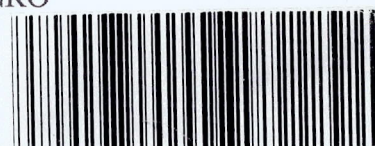
Based on the report, the following activities were undertaken:

1. Monitored the ENGP CY 2022 2nd year maintenance and protection activities for the 2nd semester;
2. Reviewed and consolidated the monthly physical and financial accomplishment report;
3. Monitored the maintenance of clonal nursery and the production of quality planting materials;
4. Monitored the maintenance of Individual Plus Trees (IPTs);
5. Sorted the NGP files and record;
6. Assisted in the establishment of Forest Nursery;
7. Prepared necessary documents for the release of retention money of the eight (8) concerned POs;
8. Maintained and updated the NGP Registry Book; and
9. Updated and maintained NGP financial performance of 2021 establishment.

For your information and record.

For the PENR Officer


MARICEL V. SUPLEO
Chief, Administrative Officer/Chief, MSD
In-Charge, Office of the PENRO



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

for the month of: July, 2022

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

NO.	REGION	PERSONAL INFORMATION			WORK ASSIGNMENT											
		FAMILY NAME	GIVEN NAME	M.I.	PLACE OF ASSIGNMENT (REGIONAL OFFICE/PENRO/CENRO)		DESIGNATION	COUNT OF ASSIGNED NGP SITE/S (NO.)		AREA OF ASSIGNED NGP SITE IN HECTARE		ACTUAL ACCOMPLISHMENT/S BY CATEGORY (Pls. include all other tasks assigned to FEOs and Technical Staff whether related to eNGP or not)				
					REG'L OFFICE / PENRO	CENRO		CY 2022	CY 2021 or older	CY 2022	CY 2021 or older	NGP ACTIVITIES (SMP, Sdng. Prodn., Plantn. Estab., M& P Yr1-3)	TRAININGS & WORKSHOPS ATTENDED	TECHNICAL ASSISTANCE ASIDE FROM NGP PARTNER ORGANIZATION	OTHERS (Officer of the Day, Document follow-up, etc.)	
PENRO ORIENTAL MINDORO								10		740						
1	MIMAROPA	BISLOMBRE	SHARMAINE	M.	ORIENTAL MINDORO		Project Monitoring and Evaluation Officer	10		740						
												1. Reviewed and sorted the 1st progress billings of 10 People's Organization of ENGP CY 2022 2nd year maintenance and protection		1. Assisted in the preparation of supplemental PPMP for supplies		
												2. Assisted in the preparation of documents as attachment in the release of retention fee		2. Reviewed the submitted monthly accomplishment report of CENRO Roxas on the production and maintenance of Clonal nursery		
												3. Monitored the ENGP CY 2022 2nd year maintenance and protection activities for the 2nd semester located at Brgys. Tabinay and Villafior, Puerto Galera, Oriental Mindoro				
												4. Reviewed and consolidated the submitted templates for monthly accomplishment report of CENRO Socorro for the ENGP CY 2022 2nd year maintenance and protection				
												5. Consolidated the "Summarized Monthly Report of Forest Extension Officers (FEOs) and Technical Staff hired under NGP within CENRO Socorro				
												6. Submitted the consolidated ENGP monthly accomplishment report of CENRO Roxas and Socorro				
2	MIMAROPA	PANALIGAN	ALBERT	J.	ORIENTAL MINDORO		Project Monitoring and Evaluation Officer	10		740						
												1.Monitored the ENGP CY 2022 2nd year maintenance and protection activities for the 2nd semester located at Brgy. Cabugao and Brgy. San Isidro, Bulalacao, Or. Mindoro		1. Reviewed the submitted monthly accomplishment report of CENRO Roxas on the maintenance and Protection of Individual Plus Trees	1. Sorted the Memorandum Files From January to July	
												2. Consolidated the monthly report of Forest Extension Officers (FEOs) and technical staff hired under NGP within CENRO Roxas		2. Monitored the maintenance of Clonal Nursery and the production of quality planting materials at Brgy. Maligaya, Gloria, Oriental Mindoro	2. Sorted the Other NGP Files	
												3. Reviewed and consolidated the submitted templates for monthly accomplishment report of CENRO Roxas for the ENGP CY 2022 2nd year maintenance and protection		2. Monitored the maintenance of Individual Plus Trees (IPTs) at Brgy. Bukal, Bongabong, Oriental Mindoro		
3	MIMAROPA	SALAZAR	NESIREE	A.	ORIENTAL MINDORO		Accounting Clerk									
												1. Maintained and updated the NGP Registry Book				
												2. Updated and Maintained NGP Financial performance of 2021 establishment				

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

for the month of: July, 2022

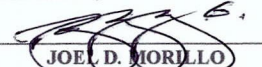
TEMPLATE 03. Summarized Monthly Report of Forest Extension Officers (FEOs) and Technical Staff hired under NGP.

NO.	REGION	PERSONAL INFORMATION			WORK ASSIGNMENT											
		FAMILY NAME	GIVEN NAME	M.I.	PLACE OF ASSIGNMENT (REGIONAL OFFICE/PENRO/CENRO)		DESIGNATION	COUNT OF ASSIGNED NGP SITE/S (NO.)		AREA OF ASSIGNED NGP SITE IN HECTARE		ACTUAL ACCOMPLISHMENT/S BY CATEGORY (Pls. include all other tasks assigned to FEOs and Technical Staff whether related to eNGP or not)				
					REG'L OFFICE / PENRO	CENRO		CY 2022	CY 2021 or older	CY 2022	CY 2021 or older	NGP ACTIVITIES (SMP, Sdng. Prodn., Plantr. Estab., M& P Yr1-3)	TRAININGS & WORKSHOPS ATTENDED	TECHNICAL ASSISTANCE ASIDE FROM NGP PARTNER ORGANIZATION	OTHERS (Officer of the Day, Document follow-up, etc.)	
PENRO ORIENTAL MINDORO								10		740						
1	MIMAROPA	BISLOMBRE	SHARMAINE	M.	ORIENTAL MINDORO		Project Monitoring and Evaluation Officer	10		740						
												1. Reviewed and sorted the 1st progress billings of 10 People's Organization of ENGP CY 2022 2nd year maintenance and protection		1. Assisted in the preparation of supplemental PPMP for supplies		
												2. Assisted in the preparation of documents as attachment in the release of retention fee		2. Reviewed the submitted monthly accomplishment report of CENRO Roxas on the production and maintenance of Clonal nursery		
												3. Monitored the ENGP CY 2022 2nd year maintenance and protection activities for the 2nd semester located at Brgys. Tabinay and Villaflor, Puerto Galera, Oriental Mindoro				
												4. Reviewed and consolidated the submitted templates for monthly accomplishment report of CENRO Socorro for the ENGP CY 2022 2nd year maintenance and protection				
												5. Consolidated the "Summarized Monthly Report of Forest Extension Officers (FEOs) and Technical Staff hired under NGP within CENRO Socorro				
												6. Submitted the consolidated ENGP monthly accoplishment report of CENRO Roxas and Socorro				
2	MIMAROPA	PANALIGAN	ALBERT	J.	ORIENTAL MINDORO		Project Monitoring and Evaluation Officer	10		740						
												1.Monitored the ENGP CY 2022 2nd year maintenance and protection activities for the 2nd semester located at Brgy. Cabugao and Brgy. San Isidro, Bulalacao, Or. Mindoro		1. Reviewed the submitted monthly accomplishment report of CENRO Roxas on the maintenance and Protection of Individual Plus Trees	1. Sorted the Memorandum Files From January to July	
												2. Consolidated the monthly report of Forest Extension Officers (FEOs) and technical staff hired under NGP within CENRO Roxas		2. Monitored the maintenance of Clonal Nursery and the production of quality planting materials at Brgy. Maligaya, Gloria, Oriental Mindoro	2. Sorted the Other NGP Files	
												3. Reviewed and consolidated the submitted templates for monthly accomplishment report of CENRO Roxas for the ENGP CY 2022 2nd year maintenance and protection		2. Monitored the maintenance of Individual Plus Trees (IPTs) at Brgy. Bukal, Bongabong, Oriental Mindoro		
3	MIMAROPA	SALAZAR	NESIREE	A.	ORIENTAL MINDORO		Accounting Clerk									
												1. Maintained and updated the NGP Registry Book				
												2. Updated and Maintained NGP Financial performance of 2021 establishment				

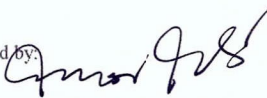
NO.	REGION	PERSONAL INFORMATION			WORK ASSIGNMENT											
		FAMILY NAME	GIVEN NAME	M.I.	PLACE OF ASSIGNMENT (REGIONAL OFFICE/PENRO/CENRO)		DESIGNATION	COUNT OF ASSIGNED NGP SITE/S (NO.)		AREA OF ASSIGNED NGP SITE IN HECTARE		ACTUAL ACCOMPLISHMENT/S BY CATEGORY (Pls. include all other tasks assigned to FEOs and Technical Staff whether related to eNGP or not)				
					REG'L OFFICE / PENRO	CENRO		CY 2022	CY 2021 or older	CY 2022	CY 2021 or older	NGP ACTIVITIES (SMP, Sdng. Prodn., Plantn. Estab., M& P Yr1-3)	TRAININGS & WORKSHOPS ATTENDED	TECHNICAL ASSISTANCE ASIDE FROM NGP PARTNER ORGANIZATION	OTHERS (Officer of the Day, Document follow-up, etc.)	
CENRO ROXAS								6		370						
1	MIMAROPA	AÑONUEVO	GARRY	T.	ORIENTAL MINDORO	ROXAS	Forest Extension Officer	3	0	214	0					
												1. Assisted in the monitoring of 214 hectares ENGP FY 2021 Established Plantation located at Brgys. Cabugao and San Isidro, Bulalacao		1.Assisted in the Establishment of Forest Nursery located at So. Gatol, Brgy. San Roque, Bulalacao;		
												2. Assisted in the preparation of documents for the release of Retention Money of ENGP CY 2018 Established Plantation		2.Assisted in the monitoring of Individual Plus Trees (IPTs) located at Brgy. Pakyas, Oriental Mindoro		
												3. Prepared individual weekly accomplishment reports				
2	MIMAROPA	LUBOS	JAYSON	T.	ORIENTAL MINDORO	ROXAS	Forest Extension Officer	3	0	156	0					
												1. Assisted in the monitoring of 156 hectares ENGP FY 2021 Established Plantation located Brgy. Balugo, Mansalay, Oriental Mindoro and Brgy. Milagrosa, Bulalacao		1.Assisted in the Establishment of Forest Nursery located at So. Gatol, Brgy. San Roque, Bulalacao;		
												2. Assisted in the preparation of documents for the release of Retention Money of ENGP CY 2018 Established Plantation		2.Assisted in the monitoring of Individual Plus Trees (IPTs) located at Brgy. Pakyas, Oriental Mindoro		
												3. Prepared individual weekly accomplishment reports				
CENRO SOCORRO								4		370						
1	MIMAROPA	ARGUELLES	ADRIAN	G	ORIENTAL MINDORO	SOCORRO	Forest Extension Officer	2	0	207	0					
												1. Delivered letters regarding the realease of retention money of the four (4) concerned People's Organizations (PO's).				
												2. Performed other duties assigned by immediate supervisor.				
												3. Assisted in preparation of other necessary NGP related communications.				
												4. Assisted in the site visit of PENRO personnel on the ENGP CY 2022 2nd year maintenance and protection at Brgys. Villaflo and Tabinay, Puerto Galera, Oriental Mindoro				

NO.	REGION	PERSONAL INFORMATION			WORK ASSIGNMENT										
		FAMILY NAME	GIVEN NAME	M.I.	PLACE OF ASSIGNMENT (REGIONAL OFFICE/PENRO/CENRO)		DESIGNATION	COUNT OF ASSIGNED NGP SITE/S (NO.)		AREA OF ASSIGNED NGP SITE IN HECTARE		ACTUAL ACCOMPLISHMENT/S BY CATEGORY (Pls. include all other tasks assigned to FEOs and Technical Staff whether related to eNGP or not)			
					REG'L OFFICE / PENRO	CENRO		CY 2022	CY 2021 or older	CY 2022	CY 2021 or older	NGP ACTIVITIES (SMP, Sdng. Prodn., Plantn. Estab., M& P Yr1-3)	TRAININGS & WORKSHOPS ATTENDED	TECHNICAL ASSISTANCE ASIDE FROM NGP PARTNER ORGANIZATION	OTHERS (Officer of the Day, Document follow-up, etc.)
2	MIMAROPA	NAMBIO	JOVET	M	ORIENTAL MINDORO	SOCORRO	Forest Extension Officer	2	0	163	0				
												1. Delivered letters regarding the realease of retention money of the four (4) concerned People's Organizations (PO's).			
												2. Prepared necessary documents for the release of retention money of the eight (8) concerned People's Organization's (PO's).			
												3. Prepared Monthly Accomplishment Report such as List of Contract; Maintenance and Protection Finacial and Physical Accomplishment; Monthly Report of Forest Extesion Officer; Summarized Report of Accomplishment of PO's.			
												4. Prepared other necessary NGP related communications.			
												4. Assisted in the site visit of PENRO personnel on the ENGP CY 2022 2nd year maintenance and protection at Brgys. Villaflo and Tabinay, Puerto Galera, Oriental Mindoro			


Consolidated by:


JOEL D. MORILLO
 Forester II / Prov. NGP Coordinator

Reviewed by:


AMOR D. ASI
 Forester III/Chief, CDS

For the PENR Officer:


MARICEL V. SUPLEO
 Chief Administrative Officer/Chief, MSD
 In-charge, Office of the PENRO