



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Mamburao, Occidental Mindoro



JUN 29 2022

## MEMORANDUM

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region  
1515 L&S Bldg, Roxas, Blvd.,  
Ermita, Manila

**THRU** : The ARD for Technical Services

**FROM** : The OIC, PENR Officer

**SUBJECT** : **REQUEST FOR CLEARANCE TO HIRE SCIENCE RESEARCH ASSISTANT (SRA) AND LABORER, AND APPROVAL OF THE PROPOSED WFP OF SEED PRODUCTION AREA UNDER CENRO SABLAYAN, OCCIDENTAL MINDORO**

Forwarded is the memorandum dated June 20, 2022 of CENRO Sablayan regarding request for **Clearance** to hire Science Research Assistant (SRA) and one laborer and approval of the proposed Work and Financial Plan (WFP) of Seed Production Area under CENRO Sablayan, Occidental Mindoro.

Attached herewith is the proposed Work and Financial Plan for evaluation and approval.

For your information and consideration.

  
**ERNESTO L. TAÑADA**



Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region  
**Community Environment and Natural Resources Office**  
Brgy. Sto. Niño, Sablayan, Occidental Mindoro  
Email: [cenrosablayan@denr.gov.ph](mailto:cenrosablayan@denr.gov.ph)

June 20, 2022

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR-MIMAROPA Region  
Ermita Manila

**THRU** : The OIC-PENR Officer  
Mamburao, Occidental Mindoro

**FROM** : The CENR Officer

**SUBJECT** : **REQUEST FOR CLEARANCE TO HIRE SCIENCE RESEARCH ASSISTANT (SRA) AND LABORER, AND APPROVAL OF THE PROPOSED WFP OF SEED PRODUCTION AREA UNDER CENRO SABLAYAN, OCCIDENTAL MINDORO**

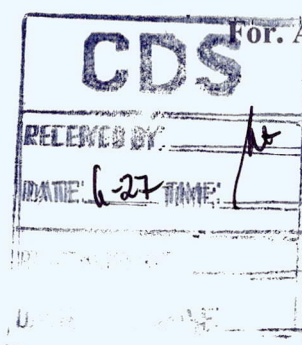
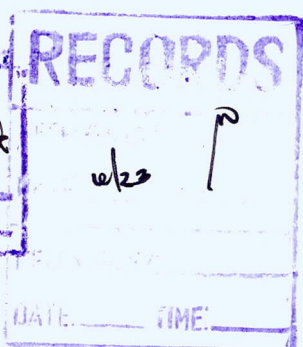
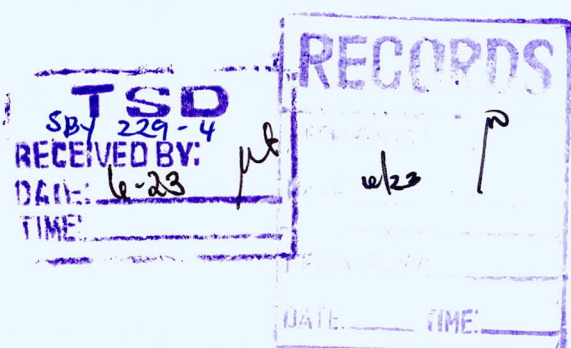
**RECORDED**  
Date: 6-20-22  
By: [Signature]

The management and protection of Individual Plus Trees (IPT's)/Seed Production Area (SPA) was previously under the PENRO. However, based on the memorandum dated June 28, 2021 of then Regional Executive Director Maria Lourdes G. Ferrer, CESO III it was transferred to this office (CENRO Sablayan) this year. There are several activities identified that need to be accomplished which entails hiring of one (1) Science Research Assistant (SRA) and One (1) laborer.

Because of the land size of the IPT's/SPA and the number of Narra Trees to be managed and protected, we are respectfully requesting from that office clearance to hire One (1) Science Research Assistant (SRA) and One (1) laborer with a salary of Php. 18, 500.00/month and Php. 7, 000.00/month respectively. The amount to be used to pay for the wages of these people, if ever this request will be granted, will be come from the budget on Maintenance and Protection of Individual Plus Trees (IPT's)/Seed Production Area (SPA). While the remaining balance of Two Hundred Forty Seven Thousand (247, 000.00) will be utilized for the improvement of the fence of SPA and travelling expenses.

Attached is the proposed Work and Financial Plan for evaluation, approval and signature.

For consideration.



For: ANASTACIO A. SANTOS, MPA.

[Signature]

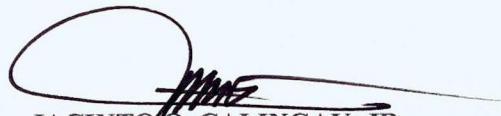


**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**FY 2022 PHYSICAL AND FINANCIAL PLAN (SPA)**

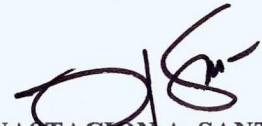
PROGRAM /ACTIVITY /PROJECT			Unit Cost	PERFORMANCE INDICATORS	REGION AL OFFICE/ PENRO/ CENRO	FY 2022 Physical Performance Targets					Expense Class	FY 2022 Financial Performance Targets (Program of Obligations)				
						Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL		Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL
(1)						(3)	(4)	(5)	(6)	(7)		(8)	(9)	(10)	(11)	(12)
1	Timber Stand Improvement	400,000			CENRO Sablayan						MOOE					
	a. Weeding, Pruning, Thinning and Rouging			No. of IPTs maintained		800	800	800	800	800						
	Individual Plus Trees (IPTs)															
2	Construction and Maintenance of Fireline			Fireline Constructed and Maintained (m)		200				200						
3	Patrolling			Area Patrolled (has)		50	50	50	50	50						
4	Re-tagging/re-painting and maintenance of IPTs			IPTs re-tagged and re- painted maintained (no.)			200		200	400						
	a. Replacement of damaged and unproductive IPT's															
	b. Assesment and identified of new IPT's (n0.)															
5	Maintenance of Information Board/ Signages			Information board/ Signages maintained (no.)		3	3	3	3	3						
6	Maintenance of Fences			Maintained fences (m)		700	700	700	700	700						
7	Maintenance of Foot trails			Maintained Foot trails (m)				150	150	150						
8	IPTs Phenological Observation			Phenological Observation conducted with submitted (no.)		3	3	3	3	12						
				monthly report (no.)												
9	Seed collection			Seed collected report (no.)					1	1						
10	Viability Test			Viability Test Undertaken					1	1						

	11	Identification of Additional IPTs													
	12	Designating/Hiring of Caretaker in the Area													
		5021199000	Science and Research Assistant (SRA) hired @ 18,500/mo. (No.)					1	1				55,500	55,500	111,000
		5021199000	Laborer hired @ 7,000/mo.(No.)					1	1				21,000	21,000	42,000
	13	Procurement of Other Supplies and Materials	Other supplies and Materilas Procured and laborers for the fencing of SPA (portion)										200,000		200,000
	14	Travelling Expenses										22,000	15,000	10,000	47,000
		<b>TOTAL</b>													<b>400,000</b>


Prepared by:

  
**JACINTO O. CALINGAY, JR.**  
For. I/NGP Coordinator

Attested by:

  
**FOR. ANASTACION A. SANTOS, MPA**  
CENR Officer

Recommending Approval:

  
**ERNESTO E. TAÑADA**  
OIC, PENR Officer

Approved by:

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA -REGION  
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

Doc. No. 2022-161

JAN 21 2022

**MEMORANDUM**

**TO :** The CENR Officer  
Sablayan, Occidental Mindoro

**FROM :** The OIC, PENR Officer

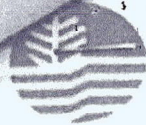
**SUBJECT :** **REACTIVATION OF SEEDLING PRODUCTION AND DISTRIBUTION OF PROGRAM.**

In compliance to the memorandum dated June 14, 2021 from the Assistant Secretary for Policy, Planning and Foreign Assisted and Special Project, and Director, in concurrent capacity Marcial C. Amaro, Jr., CESO III, and memorandum dated June 28, 20221 from the former Regional Executive Director Maria Lourdes G. Ferrer, CESO III respectively regarding the transfer of operation of PENRO Seed Production Area (SPA) located at Sitio Igsosu, Barangay Tubili, Paluan, Occidental Mindoro.

In this regard, this office is formally transferring the full operation of the SPA in your area of jurisdiction. Prepare and submit operation plan, including person who will In-Charge and the personnel complement.

For your information and compliance.

  
**ERNESTO E. TAÑADA**



## MEMORANDUM

TO : ALL PENROs and CENROs  
FROM : The Regional Executive Director  
SUBJECT : REACTIVATION OF SEEDLING PRODUCTION AND DISTRIBUTION PROGRAM  
DATE : JUN 28 2021

This memorandum is about the attached Forest Management Bureau's (FMBs) memo dated June 14, 2021, regarding the directive of Secretary Roy A. Cimatu to reactivate the seedling production and distribution program as one of the strategies of refocusing ENGP implementation in supplying the requests of private individuals, other government agencies, NGOs, and other stakeholders effective FY 2022.

Be informed that the Tier 1 budget of the ENGP for FY 2022 already includes initial **Two Hundred Thousand Pesos** for every Implementing PENRO and CENRO for the establishment/operation of a nursery.

In compliance with this directive of Secretary Cimatu, the undersigned issues the following instructions:

1. The Implementing PENROs and CENROs shall start to identify a nursery site or location, preferably not lower than one hectare in size, with the attributes of a good forest nursery. Then, submit the selected nursery to the Regional Office not later than September 30, 2021, considering the factors for choosing a forest nursery.
2. Submit the person who will In-Charge the forest nursery, including the nursery's personnel complement.
3. Submit the Work and Financial Plan indicating the specific activities and corresponding budget, including the forest species to raise in the forest nursery, considering the attached matrix prescribed by FMB.
4. Prepare and then submit an operation's plan integrating the forest nursery operations, IPTs maintenance, and clonal nursery maintenance and propagation, i.e. in the case of Oriental Mindoro. To ensure proper integration of these activities, all Supervising PENROs shall transfer the operations of the IPT and clonal nursery to the concerned CENRO.

FOR INFORMATION AND COMPLIANCE, PLEASE.

  
MARIA LOURDES G. FERRER, CESO III



Doc ID 66820

NGP Document No. 2021 - 0290

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