



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

November 21, 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
MIMAROPA Region  
DENR By the Bay, Ermita, Manila

FROM : The OIC, PENR Officer  
Mamburao, Occidental Mindoro

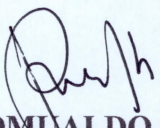
SUBJECT : SUBMISSION OF INDIVIDUAL LEARNING REPORT ON BD  
CORRIDOR PROJECT'S YEAR-END ASSESSMENT AND  
PLANNING WORKSHOP DATED NOVEMBER 12 TO 18, 2023

Respectfully forwarding herewith, the individual learning report on the recently conducted Year-End Assessment and Planning Workshop of the BD Corridor Project dated November 12 to 18, 2023 (inclusive of travel dates) in Tampay sa Sinagtala Farm Resort and Adventure Park, Orani, Bataan.

The workshop is essential to identify courses of action and establish directions for resolving implementation issues and concerns. This should be done while considering the completion of planned targets and budget to ensure a seamless project operation starting in 2024.

For information and record.

*For and in the absence of the OIC, PENRO*

  
**ROMUALDO S. TRIA**  
LMO III, Chief MES





November 21, 2023

**MEMORANDUM**

FOR : The OIC, PENR Officer  
Mamburao, Occidental Mindoro

THRU : The Corridor Project Manager  
Mindoro Biodiversity Corridor Project

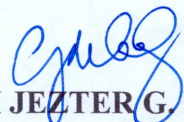
FROM : The Community and Stakeholder Coordinator

SUBJECT : SUBMISSION OF INDIVIDUAL LEARNING REPORT ON BD  
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The workshop is essential to identify courses of action and establish directions for resolving implementation issues and concerns. This should be done while considering the completion of planned targets and budget to ensure a seamless project operation starting in 2024.

For information, record, and compliance.

  
**CLINTH JEZTER G. DELA CRUZ**



**BIODIVERSITY  
CORRIDOR**



Integrated Approach in Management of Major Biodiversity Corridors in the Philippines

So. Pag-asa, Brgy. Payompon, Mamburao, Occidental Mindoro

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# INDIVIDUAL LEARNING REPORT

## Part 1

Name of Participant	:	CLINTH JEZTER G. DELA CRUZ
Office/Service	:	Mindoro Biodiversity Corridor Project Management Unit
Training Title	:	Year-End Assessment and Planning Workshop
Learning Providers	:	BD Corridor Project National Project Management Unit
Inclusive Dates	:	November 12 to 18, 2023
Venue	:	Tampay sa Sinagtala, Orani, Bataan

## I. EVALUATION OF THE COURSE

### Technical Content:

#### Day 1

- **PENRO Ernesto Tañada**, OIC-PENR Officer of Occidental Mindoro, conveyed key messages, including the notable achievements in 2023, such as collaboration with indigenous communities, ecotourism support, sustainable land management site validation, and advocacy for national conservation policies. He urged participants to address project challenges during the workshop, emphasizing the importance of continuous improvement, strategic thinking, and mutual acknowledgment of accomplishments. The success of the yearend assessment and planning workshop relies on participants' insights and innovative ideas.
- The program continued with the presentation of 2023 accomplishment per office as follows:
  - NPMU
  - MBC
  - EMBC
  - DA-BSWM
  - FMB
- **Ms. Romina Therese Lim**, NPMU Project Assistant, presented key points on the youth program:
  - Inventory of IP youth groups: Essential for MBC and EMBC Stakeholders Engagement Specialists in stakeholder analysis for the KAP survey and project activities.
  - Selection criteria: Consider marginalized out-of-school youth and young mothers (ages 15-30) in IP communities due to limited opportunities.
  - Objectives: Instead of para-technicians, focus on developing eco tour guides, organic farmers, online marketers, product designers, community facilitators, entrepreneurs, and environmental advocates during orientation activities.
  - Awareness: Clearly define the project's desired awareness, attitude, or behavior outcomes. Identify leaders, champions, and contributors within specific cluster areas.
  - KAP survey: Include both youth and those influencing them as respondents to gauge knowledge and desired behavior.
  - Camp curriculum: Encourage youth to execute conservation activities to showcase ecosystem interconnectedness. Review and adjust existing



gauge knowledge and desired behavior.

- Camp curriculum: Encourage youth to execute conservation activities to showcase ecosystem interconnectedness. Review and adjust existing curriculums from UNDP, DENR, and other projects in Mindoro and Mindanao.

#### *Day 2 and 3*

- First the consultants presented their proposed activities to be considered or included in the 2024 Annual Work Plan. This includes presentations on the following
  - Institutional Development
  - BDFE
  - GAD
  - KAP Survey
- **Dr. Mary Jean A. Caleda**, the National Project Manager, provided planning guidance, emphasizing the following:
  - The budget ceiling for CY 2024 is USD 3.7 million at a USD 1 = PhP56.84 exchange rate.
  - Prioritize deferred or delayed activities and those contributing to midterm targets.
  - Take into account consultants' recommendations and planned activities.
  - Opt for early procurement and a brief awarding process, considering the project's midterm evaluation starting in July 2024. Ensure readiness with means of verification and documentation.
  - Include sub-activity details, including travel costs, in the AWP. For the afternoon session, the participants were assigned breakout rooms, separated per office to finalize their AWP. The finalization continued up to Day 3

#### *Day 4*

- Presentation per office was done in the fourth day. Inputs and comments from other offices were discussed during the presentation and activities (especially on Component 1 and 4) were integrated.
- For MBC draft AWP, the following are the comments during the presentation:

Component 1	<ul style="list-style-type: none"> <li>● Conduct a reorientation planning with DENR MIMAROPA, PENROs and CENROs of both Occidental and Oriental Mindoro</li> </ul>
Component 2	<ul style="list-style-type: none"> <li>● Official documentation on the establishment of FBHGRBS as a protected area is needed</li> <li>● Ms. Thess highlighted that the activities/interventions with PAs be more in-depth including capacity development trainings and workshops</li> <li>● Conduct levelling-off meeting and interdisciplinary expert discussion with the selected firm for BD assessment</li> <li>● For purchase of motorcycles, include gears (helmet), registration, and insurance in the costing</li> <li>● Include activities on corridor-based approach of tamaraw population counting and monitoring</li> <li>● Include a round table discussion with DA-BSWM, DHSUD, and</li> </ul>



	<p>DILG, both regional and provincial level to discuss land use plan and for pilot testing of SLM guidelines (Activity 2.5.6)</p> <ul style="list-style-type: none"> <li>• Identify areas for intervention in the Ecotourism Management Plans of PAs</li> <li>• Include a capacity building activity for IP Elders (similar to EMBC)</li> </ul>
Component 3	<ul style="list-style-type: none"> <li>• Align activity 3.4.2 with BSWM and FMB</li> </ul>
Component 4	<ul style="list-style-type: none"> <li>• Coordinate with TCP to align communication plan of Bd Corridor Project to TCP's communication plan</li> </ul>
<i>Others</i>	<ul style="list-style-type: none"> <li>• In general, for the BD Corridor Project, a security protocol was requested to be developed for staff doing fieldwork with possible armed conflicts</li> <li>• Specify targeted indicators where each activity will fall</li> <li>• Database of physical accomplishment to be completed</li> <li>• Photo library of activities conducted to be established</li> <li>• Review UNDP's <i>due diligence</i> for engagements with the private sector</li> <li>• A zoom meeting with NPMU's Communication Officer is scheduled to discuss more on the Component 4 of the project</li> <li>• GAD-related activities to be further communicated with the GAD Specialist</li> </ul>

#### *Day 5*

- Presentation on taxes (income and withholding tax) were given by the Head of Accountant Unit of BMB, **Ms. Izel D. Ibardolaza**.
- **Ms. Rebecca Orozco**, Operations Manager of NPMU, outlined proposed amendments to the Project's Operations Manual, covering the following:
  - Alternative work arrangement: NPMU will notify BMB HR to submit guidelines to the Civil Service Commission, clarifying flexible working hours and work-from-home arrangements. The Manual will specify approval by the head of the agency, not the supervisor, and emphasize no employer-employee relationship for BD Corridor project staff.
  - Communication allowance: NPMU will include this in the Manual, with the exception of BSWM, following a DA memo restricting allowance to specific positions.
  - Staff contracts: Clarifications will be made by moving paragraphs to Hiring of Additional Contractual Staff and Consultants (10.2.1). NPMU will check DBM circulars for foreign-funded projects allowing multi-year contracts.
  - Premium pay: NPMU will propose a graduated increase in annual premium pay (5% to 20%) to the TWG, pending budget accommodation.
  - Land-based travel insurance: NPMU will confirm if it applies solely to international travels.
  - Other project expenses: This Manual section can be referenced for justifying



miscellaneous expenses.

- Event meetings and similar expenses: A 20% cap on expenses exceeding the approved budget, as agreed during the midterm assessment, will be added to the Manual.
- Safety and security protocols: A new section addressing this will be incorporated into the Manual.
- It is followed by the presentation of synthesis and ways forward by Dr. Caleda. The following due dates were also presented:

Date	Activity
Nov 17	Upload revised accomplishments reports to the event folder in Google drive
Nov 22	Submit corrected AWP to NPMU
Nov 28	8 <sup>th</sup> TWG Meeting – present draft 2024 AWP
Nov 30	Submit 2024 AWP to UNDP
Dec 6	5 <sup>th</sup> NPB Meeting
Dec 15	Submit liquidation to UNDP

- **Ms. Maybell Mangubos**, OIC Chief, PAMD-FASPS, concluded the workshop with message from Dr. Al Orolfo, Director, DENR FASPS, highlighting the following:
  - Hopes that the plans and activities for 2024 will guide the BD Corridor Project effectively into its midterm phase.
  - Emphasizes the challenge of sustaining project momentum to achieve more milestones and share successes with partners.
  - Notes the progressing partnership with MinDA, anticipating tangible BDF support and the rollout of SFM and SLM by next year.
  - Encourages maintaining the same level of commitment, excellence, energy, and enthusiasm exhibited during the workshop for implementing future project activities.

#### Impression/Comments:

- The activity's location is favorable, providing participants with a comfortable environment, especially during breaks.
- Both the project and hotel staff were prompt and helpful in assisting the participants.

## II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION

- The undersigned found the activity meaningful as it involved developing the Annual Work Plan (AWP) for CY 2024. The undersigned contributed insights and recommendations concerning community assemblies, meetings, and collateral materials. Engaging in this activity also allowed the participant to gain a comprehensive understanding of the project.

## III. RECOMMENDATIONS

- For the conduct of similar activity, allotment of time for each agenda should be improved as to prevent working beyond the schedule.
- On the activity's logistics, a well-equipped and bigger venue and space conducive for working is suggested
  - More accessible outlets for charging of devices
  - Bigger desk space for working



<b>IV. POST LEARNING ACTION PLAN/PROPOSAL</b>	
Proposed Plan/Activity/Output	Time Frame
Submission of Individual Learning Report	November 21
Meetings with concerned offices to integrate plans for CY 2024	To be scheduled (Before November 22)
Zoom meeting with NPMU's Communications Officer to discuss the activities under Component 4	To be scheduled (Before November 22)
Finalization of Cy 2024 AWP	To be submitted on November 22



*Part 2 (to be prepared by the Supervisor)*

How will you support the Post Learning Action/Proposal?

Include discussions during the YEAP to the 2024 AWP

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Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training?

Yes

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Would you be willing to send him/her again to other training/seminar/conference?

☒ Yes

☐ No

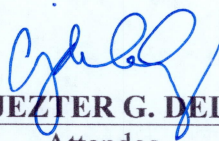
☐ Others

If yes, please specify courses.

Activities similar to this like mid-year and year-end assessment and planning workshop

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**Submitted by:**



**CLINTH JEZTER G. DELA CRUZ**

Attendee

**Noted/Confirmed by:**



**ALAIN M. MAULION**

Supervisor

**November 21, 2023**

Date



## PHOTO DOCUMENTATION

*November 13, 2023*



*November 14, 2023*







*November 15, 2023*



*November 16, 2023*



*November 17, 2023*

