



AUG 18 2023

**MEMORANDUM**

**TO :** All PENR Officers

**ATTENTION :** All CENR Officers

**FROM :** The OIC, Regional Executive Director

**SUBJECT :** **CONDUCT OF MULTI-STAKEHOLDER REGIONAL ACTION AND COMMUNICATION PLANNING IN SUPPORT OF THE UPDATED COMMUNITY-BASED FOREST MANAGEMENT (CBFM) STRATEGIC PLAN FOR CY 2023-2032**

This pertains to our target under the Approved 2023 CBFM-CARP Physical and Financial Plan, specifically the conduct of **Multi-Stakeholder Regional Action and Communication Planning in Support of the Updated Community-Based Forest Management (CBFM) Strategic Plan for CY 2023-2032**.

Relative thereto, we are inviting the Provincial CBFM Coordinators and CBFM Desk Officers in your respective Offices to participate in the said event on August 28-31, 2023 in Metro Manila. Also, we are requesting for your assistance in the meeting of our CBFM-People's Organizations (POs) and other agencies indicated in the attached list of participants.

Further, please be informed that the Forest Land Use Plans (FLUP) of municipalities and Community Resource Management Framework (CRMF) of the CBFM-POs will be used as input during the workshop in the crafting of the Regional Action Plan for 2023-2032 and CBFM Regional Communication Plan. As such, please bring soft copies of these.

We will closely coordinate with your Office once the venue is finalized. If you have queries, you may contact our Regional CBFM Coordinator, Forester Elna Y. Yoo, at mobile number 09185358934 and email address [pfmscdd2016@gmail.com](mailto:pfmscdd2016@gmail.com). Attached is the program of activities for your reference.

For your information and compliance.

  
**FELIX S. MIRASOL, JR., CESO IV**



Department of Environment and Natural Resources  
**MIMAROPA Region**



Doc ID: 115673

CDD/PFMS/LES



**REGIONAL SPECIAL ORDER**

NO. 409 *pag*  
Series of 2023

**AUG 11 2023**

**SUBJECT: AUTHORIZING THE CONDUCT OF MULTI-STAKEHOLDER REGIONAL ACTION AND COMMUNICATION PLANNING IN SUPPORT OF THE UPDATED CBFM STRATEGIC PLAN CYS 2023-2032**

In the interest of the service and to empower CBFM-People's Organization (POs) and other CBFM stakeholders for the effective and efficient CBFM implementation, the conduct of Multi-stakeholder Regional Action and Communication Planning in support for the Updated CBFM Strategic Plan 2023-2032 on August 28-31, 2023, within Metro Manila is hereby authorized.

**Regional Office – 10 Pax**

- |                              |  |
|------------------------------|--|
| 1. Felix S. Mirasol, Jr.     | - OIC, Regional Executive Director                         |
| 2. Maximo C. Landrito        | - OIC, Asst. Director for Technical Services               |
| 3. Maria Melissa L. Endangan | - Chief, Conservation and Development Division             |
| 4. Julie N. Tanguilig        | - DMO IV/Assistant Chief, CDD                              |
| 5. Malco P. Lamigo           | - Engineer II  |
| 6. Elna Y. Yoo               | - Science Research Specialist II/Regional CBFM Coordinator |
| 7. Lester John A. Etremera   | - Information System Analyst I                             |
| 8. Jake Fiel M. Bulanlagui   | - Project Evaluation Assistant I                           |
| 9. Jonas Paolo M. Saludo     | - OIC Chief, Planning and Mgt. Division                    |
| 10. Madona O. Corado         | - Chief, RSCIG   |

**Forest Management Bureau (FMB)/ DENR-CARP National – 4 Pax**

- |                         |   |
|-------------------------|---|
| 11. Irene Custodio      | - National CBFM Coordinator   |
| 12. Haramei Manzano     | - Project Development Officer   |
| 13. Romeo G. Mendizabal | - Head, Administration and Finance Unit<br>DENR-CARP National Coordinating Office |
| 14. Representative      | - Forest Investment Development Division  |

**CBFM Provincial/CENRO Coordinators – 16 Pax**

Palawan

- |                          |  |
|--------------------------|--|
| 15. Merlyn L. Blaza      | - CDO II/ CBFM-Provincial Coordinator, PENRO Palawan |
| 16. Emma C. Francisco    | - Forester II/ CBFM Desk Officer, CENRO Coron        |
| 17. Elany P. Sanico      | - ECOMS II/ CBFM Desk Officer, CENRO Quezon          |
| 18. Giovanni B. Ballaran | - Forester I/CBFM Focal, CENRO Roxas                 |



- 19. Zion S. Sunit
- 20. Laarni Bolido
- 21. Cristy G. Guzman

- FTII/ CBFM Desk Officer, CENRO Taytay
- FI/ CBFM Desk Officer, CENRO Brooke's Pt.
- FTI/OIC, CBFM Desk Officer, CENRO Puerto Princesa

#### Occidental Mindoro

- 22. Ellie J. Nuñez
- 23. Michael A. Del Mundo
- 24. Glema L. Soting
- 25. Orlino B. Gacuan
- 26. Mercy A. Fianza

- FII/Provincial CBFM Coordinator, PENRO Occidental Mindoro
- Project Evaluation Assistant I, PENRO Occidental Mindoro
- ECOMS I/CBFM Desk Officer, CENRO San Jose
- Chief, CDS, CENRO San Jose
- Forester I/Planning Officer/CBFM Desk Officer, CENRO Sablayan

#### Oriental Mindoro

- 27. Airen Krisca C. Caray
- 28. Marielle M. Ngabit
- 29. Zarex P. Dela Cruz

- Forester I/Provincial CBFM Coordinator, PENRO Oriental Mindoro
- Forester I/CBFM Desk Officer, CENRO Roxas
- Forester I/CBFM Desk Officer, CENRO Socorro

#### Marinduque

- 30. Randy R. Pantoja

- FT I/ CBFM Desk Officer, PENRO Marinduque

#### **CBFM-PO Regional Federation - 5 Pax**

- 31. Nida Collado
- 32. Leonardo Compas
- 33. Joseph Pornel
- 34. Cecilia Lubren
- 35. Celso J. Quinto

- Palawan/Chairman, Macatumbalen Community Based Forest and Coastal Management Association
- Romblon/Chairman, Bunsuran Upland Farmers Association
- Oriental Mindoro/Chairman, STANLEY CBFM Federation
- Occidental Mindoro/Chairman, Samahang Magsasaka ng Kabangkalan Para Sa Kaunlaran
- Marinduque/Chairman, Bigkis Lakas ng Mangingisda ng Balanacan

#### **CBFM-People Organizations Representative – 6 Pax**

- 36. Consuelo Magallanes
- 37. Josephine De La Cruz
- 38. Joselito Balbin
- 39. Danilo Roca
- 40. Ismael Fuentes
- 41. Jenniecel A. Candido

- Coron Watershed Beneficiaries Association Agroforestry Multi-Purpose Cooperative (Palawan)
- Malampaya Pancel Multi-Purpose Cooperative (Palawan)
- Palbong CBFM Association, Inc. (Occidental Mindoro)
- Kanturoy CBFM Association, Inc. (Occidental Mindoro)
- Samahan ng mga Mangyan Iraya sa Barangay Baras Baco (Oriental Mindoro)
- Limon Sur Upland Farmers Producers Association (Romblon)

**Local Government Units – 2 Pax**

- 42. Janice S. Flojio - MENRO/ San Jose, Occidental Mindoro
- 43. Liezel N. Lim - Provincial ENRO- Palawan

**Other Support Groups – 4 Pax**

- 44. Representative - Wester Philippines University (WPU) Palawan
- 45. Edilberto Magpayo - Philippine Shell Foundation - Palawan
- 46. Richard Quevido - National Commission on Indigenous People (NCIP)
- 47. Representative - Department of Tourism (DOT)

**Assisting Professional – 3 Pax**

- 48. Resource Speaker 1 - Yakap Kalikasan
- 49. Resource Speaker 2 - Yakap Kalikasan
- 50. Documenter - Yakap Kalikasan

The said Multi-stakeholder Regional Action and Communication Planning in support of the Upland CBFM Strategic Plan 2023-2032, shall be facilitated by the Assisting Professional (AP) hired by FMB in the person of Ms. Janet B. Martires of Yakap Kalikasan Tungo sa Kaunlaran ng Pilipinas.

Expenses for food, accommodation, and transportation of CBFM-People's Organizations shall be charged against CBFM-CARP Funds, while traveling expenses of the DENR Personnel shall be charged against their respective Office's funds subject to existing accounting and auditing rules and regulations.

A report shall be submitted by the Conservation and Development Division (CDD) within fifteen (15) days after the completion of the activity through the OIC Assistant Regional Director for Technical Services.

This Order takes effect on the above-mentioned dates

  
**FELIX S. MIRASOL JR., CESO IV**  
OIC, Regional Executive Director



Department of Environment  
and Natural Resources  
MIMAROPA Region



Doc ID: 115075



CONDUCT OF MULTI-STAKEHOLDER REGIONAL ACTION AND COMMUNICATION  
PLANNING IN SUPPORT FOR THE UPDATED CBFM STRATEGIC PLAN CYs 2023-2032

Selah Pods Hotel Manila, Pasay, Metro Manila

PROGRAM OF ACTIVITIES

Day/Time	Topic	Methodology/ Activity	Resource Person	Resources/ Supplies needed
August 28, 2023				
Day 0 11:00 AM onwards	Registration and billeting	Registration Distribution of kits	Regional Secretariat	Registration forms in google and print-out
1:00-4:00 PM	CBFM-PO Regional Federation meeting -Preparation of CBFM-PO Presentation	Meeting	Regional CBFM-PO Head	Space for meeting Board/Kraft papers Pentel pens
August 29, 2023				
Day 1 8:00-8:30	<b>Opening Program</b> Invocation Pambansang Awit ng Pilipinas Recognition of participants  Opening and Inspirational Messages	Formal program	Regional Host  RED/ARDTS CDD Chief	Programe
	Rationale, Objectives of the Workshop  Sessions in the Workshop Norms Setting Batch Photo Session		CFS or CDD Chief  Facilitator	
8:30-8:50	Regional Updates on CBFM initiatives	Presentation	Regional CBFM Coordinator/CDD Chief	Powerpoint; Short video
8:50-9:10	Regional CBFM-PO Federation updates	Presentation	Regional CBFM-PO Fed. Head	Powerpoint
9:10-9:30	<b>Part 1. The Regional CBFM Action Plan for 2023-2032</b>  <b>The New CBFM Strategic Plan (2023-2032)</b> Users and Uses Alignment with Development Frameworks and Plans The Vision and Mission Statements Principles Objectives The Key Strategies	Presentation	Facilitator; CFS	Powerpoints Copy in the kit
9:30-11:00	<b>Regional Objectives Setting</b> ➤ Making SMART Regional objectives Groups: DENR, CBFM-POs, Support Groups	Small group workshop	Participants Facilitators CFS Documenters	Area/Spaces for subgroups Meta cards Kraft papers Pentel pens Masking tapes Board or laptops
11:00-12:00	Presentation of outputs Agreements setting	Plenary presentation	Group presenters	
12:00 -1:00	Lunch break			
1:00-1:10	Opening the PM session		Facilitator + Host	

Day/Time	Topic	Methodology/ Activity	Resource Person	Resources/ Supplies needed
1:10-1:40	<b>The Strategies, Substrategies and OVIs</b>  <b>A. Strategies 1 and 2</b> <ul style="list-style-type: none"> <li>➤ Strategy 1: Community development planning (CDP)</li> <li>➤ Strategy 2: Capacity development</li> </ul>	Presentation	Facilitator or CFS #1	
1:40-3:30	Instructions to Workshop #1 Workshop #1: <u>Our Actions for 2023-2032 Strategies 1 and 2</u>  Group 1: Strategy #1 Groups 2, 3 & 4: Strategy #2, <ul style="list-style-type: none"> <li>○ substrategies 2.2, 2.3, 2.5</li> <li>○ substrategies 2.1, 2.4, 2.7</li> <li>○ substrategies 2.6, 2.8</li> </ul> <u>Substrategies of Strategy 2:</u> 2.1 Community Organizing 2.2 Capacity assessment of POs/communities 2.3 Designing and implementing appropriate, gender-inclusive and progressive capacity-building programs 2.4 Capacity-building of CBFM-POs with necessary organizational systems 2.5 Incentivizing communities. 2.6 Establishing and institutionalizing the CBFM Academy. 2.7 Making the CBFM-PO Federations more effective and relevant. 2.8 Resource mobilization and linkage building	Small group workshop	Facilitators CFS Group Documenters	Template Areas/spaces for subgroups Meta cards Kraft papers Pentel pens Masking tapes Board or laptops
3:30-4:30	Presentation of workshop #1 outputs Open Forum and agreements setting	Plenary Presentations	Group presenters  Facilitator	Group outputs
4:30-4:40	Presentation of agreements for Strategies 1 and 2	Presentation	Facilitator	
4:40-6:30	The DENR-FMB Forestry Investment Portal, Supporting CBFM	Presentation Demonstration Hands-on	FIDD	
6:00 onwards	Closing the day Instructions for Day 2 Dinner Rest			
<b>August 30, 2023</b>				
<b>Day 2</b> 8:00-8:15	Opening Day 2		Day 2 Host	
8:15-8:30	Recap of day 1		Facilitator	



Day/Time	Topic	Methodology/ Activity	Resource Person	Resources/ Supplies needed
	What's Up for Day 2			
8:30-9:00	<b>B. Strategies 3 and 4</b> <ul style="list-style-type: none"> <li>➤ Strategy 3: Livelihoods and enterprise development;</li> <li>➤ Strategy #4: Climate resilient forest ecosystem management, rehabilitation, regeneration, protection, conservation, restoration, production and utilization</li> </ul>	Presentation	Facilitator or CFS #2	
9:00-11:00	<p><u>Workshop #2: Our Actions for 2023-2032 Strategies 3 and 4</u></p> <p>Grp 1: Strategy 3, 4 substrategies  Grp2: Strat 2: substrats 4.1, 4.2  Grp3: Strat 2; substrats 4.3, 4.4 &amp; 4.6  Grp4: Strat 2, substrats 4.5, 4.7</p> <p><u>Substrategies of Strategy 4:</u>  4.1 Participatory Assessment on risks/vulnerabilities, resources and biodiversity condition  4.2 Increasing capacity of communities on climate-resilient forest ecosystems manage  4.3 Mainstreaming best Agroforestry-based climate change adaption and mitigation strategies.  4.4 Creating innovative models in forest ecosystems protection  4.5 Establishing carbon pools for carbon trading  4.6 Forming &amp; strengthening forest protection structures  4.7 Climate financing, PES and establishing safeguards</p>	Small group workshop	Facilitators CFS Group Documenters	Template Areas/spaces for subgroups Meta cards Kraft papers Pentel pens Masking tapes Board Or laptops
11:00-12:00	Presentation of outputs Open forum	Plenary Presentations	Facilitator	
12:00-1:00	Lunch break			
1:00-1:10	Opening the PM session; energizer		Host	
1:10-1:20	Presentation of agreements for Strategies 3 and 4	Presentation	Facilitator	
1:20-1:40	<b>C. Strategy 5</b> Strategy 5: Mechanisms towards sustainable and institutionalized CBFM Program	Presentation	Facilitator or CFS #3	

Day/Time	Topic	Methodology/ Activity	Resource Person	Resources/ Supplies needed
1:40-3:30	<p>Workshop #3. <u>Our Actions for 2023-2032 Strategy 5</u></p> <p>Group 1: substrats 5.1 and 5.4 Group 2: substrats 5.2 and 5.6 Group 3: substrats 5.3 and 5.5</p> <p><u>Substrategies of Strategy 5</u></p> <p>5.1 Harnessing active engagement of various stakeholders in CBFM implementation 5.2 Providing institutional support system for CBFM implementation 5.3 Promoting policies and guidelines favorable to CBFM 5.4 Continuing DENR and NCIP dialogues, meetings and setting of agreements 5.5 CBFM Knowledge Management 5.6 Making institutional structure and mechanisms more responsive to CBFM implementation</p>	Small group workshop	Facilitators CFS Group Documenters	<p>Template Areas/spaces for subgroups Meta cards Kraft papers Pentel pens Masking tapes Board Or laptops</p>
3:30-4:15	Presentation of outputs Open forum	Plenary presentations	Facilitator	
4:15-4:25	Presentation of agreements for strategy 5	Presentation	Facilitator	
4:25-4:30	Exercise on Communication	SLE	Facilitator	
4:3-6:00	<p><b>Part 2 CBFM Communication Plan</b></p> <p><b>Planning Before we Communicate</b></p> <ul style="list-style-type: none"> <li>➤ Communication Plan: Concept</li> <li>➤ Importance in CBFM</li> <li>➤ Elements of the Plan <ul style="list-style-type: none"> <li>➤ Steps in communication planning</li> </ul> </li> </ul> <p>Template</p>	Discussion	Ms. Marlea Muñoz or RP	
6:30 onwards	Closing the day Instructions for Day 2 Dinner Rest			
<b>August 31, 2023</b>				
<b>Day 3 8:00-8:15</b>	Opening Day 3		Day 3 Host	
8:15-8:30	Recap of day 1 What's Up for Day 3		Facilitator	



Day/Time	Topic	Methodology/ Activity	Resource Person	Resources/ Supplies needed
8:30-10:00	<p>Defining Communication Objectives</p> <p>Understanding Target Audiences/Sectors</p> <p>Communication Channels</p> <ul style="list-style-type: none"> <li>➤ Different channels of communication</li> <li>➤ Advantages &amp; disadvantages</li> </ul> <p>Developing Messages</p> <ul style="list-style-type: none"> <li>➤ What is an “effective/good message”</li> <li>➤ Creating an “effective/good messages”</li> </ul>	<p>Discussion</p> <p>Lecture</p> <p>Demonstration examples</p>	RP	
9:30-12:00	<p><u>Workshop #4 The CBFM 2023-2032 Communication Plan</u></p> <p>4.1 Defining our communication objective/s</p> <p>4.2 Identifying and understanding target audiences/sectors</p> <p>4.3 Determining channels to use</p> <p>4.4 Crafting key messages</p> <p>4.5 Timelining</p> <p>4.6 Roles and tasking</p> <p>Note: 5 groups</p> <p>Group 1: Vision, Mission, Objectives, Strategy 1</p> <p>Group 2: Strategy 2</p> <p>Group 3: Strategy 3</p> <p>Group 4: Strategy 4</p> <p>Group 5: Strategy 5</p>	Small group workshop	Facilitators m CFS Group Documenters	<p>Template</p> <p>Areas/spaces for subgroups</p> <p>Meta cards</p> <p>Kraft papers</p> <p>Pentel pens</p> <p>Masking tapes</p> <p>Board</p> <p>Or laptops</p>
12:00-1:00	Lunch break			
1:00-1:10	Opening of the afternoon session			
1:10-2:00	Monitoring and Evaluating Communication	<p>Discussion</p> <p>Lecture</p> <p>Examples</p>	RP	
2:00-3:00	Finishing the outputs; Preparation for plenary presentation		Groups	
3:00-4:30	Presentation of outputs; Open Forum	Plenary presentation	Group presenters	
4:30-5:00	Consolidated Key points of the Regional Communication Plan	Presentation	Facilitator or CFS	
5:00-5:45	Way forward	Lecture		
5:45-6:00	Synthesis	Lecture		
6:00-6:30	Closing Program			