Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
Website: http://www.denr.gov.ph / E-mail: web@denrgov.ph
OUPPIA Tel. No. 928-1186 and 928-1195 email address: ouppia@denr.gov.ph
Voice-Over-Internet-Protocol (VOIP) Trunkline (632)7553330 local 1068

FOREST MANAGEMENT BUREAU
RELEASED
JUN 08 2023
RECORDS UNIT

MEMORANDUM

TO : **All Regional Executive Directors**

FROM : **The Undersecretary**
Policy, Planning and International Affairs

SUBJECT : **REVIEW AND UPDATING OF ANNUAL NGP CONTRACT DATABASE VIS-À-VIS ACCOMPLISHMENT AND DATA ATTRIBUTES**

DATE : JUN 06 2023

In preparation for the development of a reforestation information management system (RIMS) and in light of the suggestion of COA to enhance our database, as well as in response to the increasing request of several stakeholders for NGP reforestation data, you are hereby advised to update the contract database from 2011 to 2022. The contract database contains the basic profile of the area contracted and its physical and financial status. This shall be continuously updated to capture the financial status and note those disturbances (fire and force majeure) occurred through time based on the DENR field office's report.

In this regard, you are hereby enjoined to submit to the Forest Management Bureau (FMB) the electronic file or URL link of the latest updated data, copy furnished the Office of the Undersecretaries for Field Operations for Luzon, Visayas and Mindanao, Office of the Undersecretary for Policy, Planning and International Affairs, and the Finance Management Services (FMS) twenty (20) days upon receipt of this Memorandum.

The contract database shall serve as the profile of the NGP Sites established. For the current and succeeding years, all reported annual accomplishment on seedlings produced, and seedlings and area planted must be consistent with the information stipulated in the contract database. Any targets that were not accomplished during the year and to be completed in the ensuing year should likewise be reported to ensure that the same will be accounted for. Attached is the template of the contract database with instructional guide on how to update and enhance your respective existing contract database which can also be accessed through this link: https://bit.ly/contract_db.

Should you have queries and guidance needed, please get in touch with the Forest Management Bureau through the National Greening Program Coordinating Office (NGPCO) through telephone number: (63-2) 8927-4873 or email frcd.rfrs@fmb.denr.gov.ph.

FOR STRICT COMPLIANCE.

ATTY. JONAS R. LEONES

cc: Undersecretary for Field Operations - Luzon, Visayas and Environment
Undersecretary for Field Operations – Mindanao
Director, Financial Management Service

REGION

CONTRACT PROFILE																		CONTRACT EXECUTION										STATUS OF REGISTRY TO THE BOOK OF ACCOUNTS						FOREST DISTURBANCE			STATUS OF THE SITE		
PENRO	CENRO OR IMPLEMENTING PENRO	CONGRESSIONAL DISTRICT	BARANGAY	MUNICIPALITY	MAJOR LAND-USE LOCATION (Name of Watershed, PA or NA)	ZONE (PRODUCTION OR PROTECTION)	NAME OF PARTNER/CONTRACTOR (GROUP OR INDIVIDUAL)	NAME OF GROUP CONTACT PERSON OF THE PARTNER GROUP	LOA/CONTRACT CODE (YEAR-CENRO CODE-3 DIGITS)	YEAR CONTRACTED	AREA CONTRACTED (HA)	ACTUAL AREA PLANTED (HA)	NO. OF SEEDLINGS TO BE PLANTED	NO. OF SEEDLINGS PLANTED	COMPONENT	COMMODITY (if mixed, specify all commodities within the contracted sites)	SPECIES TO BE PLANTED	PROJECT COST (3 YEARS)	YEAR 1 COST	YEAR 2 COST	YEAR 3 COST	ACTUAL GROSS AMOUNT PAID (FROM YEAR 1 to 4)	DATE OF EXECUTION OF CONTRACT (MM/DD/YR) 15 DAYS UPON ISSUANCE OF NTP	DATE OF EXPIRY OF CONTRACT (END DATE AT YEAR 3)	NO. OF SITE/S OR POLYGON COVERED	RETENTION FEE at 3rd YEAR (Date paid)	AMOUNT STILL IN CIP	AMOUNT UNDER LAND IMPROVEMENT	DATE OF ACTUAL TURN-OVER OF THE PROJECT TO DENR	TURN-OVER OF THE PROJECT TO THE PO OR OTHER PARTNER	DATE OF PERFORMANCE VALIDATION REPORT (IAC REPORT)	SURVIVAL RATE ON THE 3RD YEAR	Area Damaged	Cause of Damage	Status of Derecognition	Date Updated	Status (Adopted, Partly Adopted, Tenured, Ongoing Process for Tenure, N/A)	Adopting Entity Name or Type of Tenure
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	aa	bb	cc	dd	ee	ff	gg	hh	ii	jj	kk	ll	mm

a PENRO
b CENRO OR IMPLEMENTING PENRO
c CONGRESSIONAL DISTRICT
d BARANGAY
e MUNICIPALITY
f MAJOR LAND-USE LOCATION (Name of Watershed, PA or NA)
g ZONE (PRODUCTION OR PROTECTION)
h NAME OF PARTNER/CONTRACTOR (GROUP OR INDIVIDUAL)
i NAME OF GROUP CONTACT PERSON OF THE PARTNER GROUP
j LOA/CONTRACT CODE (YEAR-CENRO CODE-3 DIGITS)
k YEAR CONTRACTED
l AREA CONTRACTED (HA)
m ACTUAL AREA PLANTED (HA)
n NO. OF SEEDLINGS TO BE PLANTED
o NO. OF SEEDLINGS PLANTED
p COMPONENT
q COMMODITY
r SPECIES TO BE PLANTED
s PROJECT COST (3 YEARS)
t YEAR 1 COST
u YEAR 2 COST
v YEAR 3 COST
w ACTUAL GROSS AMOUNT PAID (FROM YEAR 1 to 4)
x DATE OF EXECUTION OF CONTRACT (MM/DD/YR) 15 DAYS UPON ISSUANCE OF NTP)
y DATE OF EXPIRY OF CONTRACT (END DATE AT YEAR 3)
z NO. OF SITE/S OR POLYGON COVERED
aa RETENTION FEE at 3rd YEAR (Date paid)
bb AMOUNT STILL IN CIP
cc AMOUNT UNDER LAND IMPROVEMENT
dd DATE OF ACTUAL TURN-OVER OF THE PROJECT TO DENR
ee TURN-OVER OF THE PROJECT TO THE PO OR OTHER PARTNERS WITH MANAGEMENT ARRANGEMENT
ff DATE OF PERFORMANCE VALIDATION REPORT (IAC REPORT)
gg SURVIVAL RATE ON THE 3RD YEAR
hh Area Damaged
ii Cause of Damage
JJ Status of Derecognition
kk Date Updated
ll Status (Adopted, Partly Adopted, Tenured, Ongoing Process for Tenure, N/A)
mm Adopting Entity Name or Type of Tenure

Instructional Guideline

1. Review the existing contract database as well the registry of reforestation projects
2. Review the detailed annual accomplishment reports that was prepared on a weekly basis
3. Compare the existing yearly contract database and database of reported annual accomplishment and cross-check which of the contracted area and sites that were not accounted for
   - Note those that were not accounted and revisit whether these area contracted were accomplished or not
   - If there is not contract database for a certain year (e.g. 2018 to 2022, refer to the respective annual database of accomplihment and lift/copy the data needed for then generate the contract database and fill-out the other data needed

OD Records Unit <records@fmb.denr.gov.ph>

D-34768- Review and Updating of Annual NGP Contract Database vis-à-vis Accomplishment and Data Attributes

1 message

OD Records Unit <records@fmb.denr.gov.ph> Thu, Jun 8, 2023 at 1:27 PM
To: denr1ored <denr1ored@yahoo.com>, DENR Region 1 <r1@denr.gov.ph>, DENR Region 2 <r2@denr.gov.ph>, DENR Region 3 <r3@denr.gov.ph>, recordsunitdenrr3@yahoo.com, DENR CALABARZON <r4a@denr.gov.ph>, DENR Mimaropa Region <mimaroparegion@denr.gov.ph>, recordsectionmimaroparegion@gmail.com, "DENR Regional Office No. 5" <red_reg5@yahoo.com>, Records DENR V <recordsdenr5@gmail.com>, DENR Region 6 <r6@denr.gov.ph>, recordsunit.denr.r6@gmail.com, DENR-7 <reddenr7@yahoo.com>, Records Unit <r7.recordsunit@gmail.com>, DENR R8 ORED <ored8@yahoo.com>, DENR Region 8 <r8@denr.gov.ph>, DENR Region 9 <r9@denr.gov.ph>, RPAO DENR 9 <rscig.denr9@gmail.com>, denr9recordsunit@yahoo.com, "DENR-10 RED HENRY A. ADORNADO, PhD" <r10@denr.gov.ph>, r10.recordsunit@gmail.com, DENR XI <oredenrxi@yahoo.com.ph>, "DENR-XI, Records Unit" <denrecordsxi@gmail.com>, "Atty. Felix Alicer" <red.region12@gmail.com>, DENR Caraga Region <r13@denr.gov.ph>, DENR CARAGA ORED <ordcaraga@gmail.com>, denrcaragarecords@gmail.com, DENR Cordillera Administrative Region <denr_baguio@yahoo.com.ph>, DENR Cordillera Administrative Region <car@denr.gov.ph>, denrcarrecords@gmail.com, DENR-NCR ORED <denrncrored@gmail.com>, denrncr_recordsunit@yahoo.com
Cc: Undersecretary for Field Operations and Environment <officeofuseccuna@denr.gov.ph>, ousecfragada@gmail.com, FMS Office of the Director <dirfms@denr.gov.ph>, FMS Office of the Director <fms.od@denr.gov.ph>, Records Management Division <rmdd@denr.gov.ph>, FRCD Forest Resources Conservation Division <frcd@fmb.denr.gov.ph>, FRCD-RFRS Reforestation and Forest Rehabilitation Section <frcd.rfrs@fmb.denr.gov.ph>, "Ma. Teresa Aquino" <mtaquino@fmb.denr.gov.ph>, Percival Cardona <pcardona@fmb.denr.gov.ph>

Sir/Ma'am
Good day
Attached file is a Memorandum for All REDs dated June 6, 2023 RE: Review and Updating of Annual NGP Contract Database vis-à-vis Accomplishment and Data Attributes
Thank you

Records Unit
Forest Management Bureau
Phone : (63-2) 8925-2141
Email Address : fmb@denr.gov.ph

"DISCLAIMER: This email is intended only for the person(s) named in the message header. Unless otherwise indicated, it contains information that is confidential, privileged and/or exempt from disclosure under applicable law. If you have received this message in error, please notify the sender of the error and delete the message. Furthermore, views and opinions expressed herein are those of the sender and do not necessarily reflect the views of the Forest Management Bureau."

6-06-23- D-34768- Review and Updating of Annual NGP Contract Database vis-à-vis Accomplishment and Data Attributes.pdf
672K