



Republic of the Philippines
Department of Environment and Natural Resources
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23 November 2004

MEMORANDUM

TO : All Regional Executive Directors (REDs)
Bureau Directors (FMB, LMB, PAWB, EMB, MGB & ERDB)
Heads of Attached Agencies (NAMRIA, LLDA & NRDC)
Heads of Offices (FASPO, CMMO, SCO)
Program and Project Directors

FROM : The OIC, Undersecretary for Planning and Policy Service

SUBJECT : **Submission of CY 2004 and GPOA Accomplishment Reports**

Requesting all the offices concerned to start preparing their Year-End Accomplishment Reports including the 100-day Accomplishments based on the targets reflected in the General Plan of Action (GPOA). The reports should be submitted to this office on or before 06 January 2005.

The outline of the Year-End Report is as follows:

- I. Executive Summary
- II. Highlights of Accomplishments/Milestones
- III. Tables
- IV. Annexes

Please take note of the following: (a) the highlights of accomplishments should include success stories of projects implemented; (b) the tables should reflect both the financial and physical performance using the attached matrix; and (c) all accomplishment figures should be supported with substantial information such as source, spatial dimension, beneficiaries of tenurial instruments issued, name of contractor (if the activity is contracted out), project cost and other pertinent information to be appended in the report.

We are also providing you with the matrix to be used in preparing the GPOA accomplishment report.

For strict compliance.


ERIBERTO C. ARGETE

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