



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : All Regional Executive Directors
Bureau Directors
Heads, Attached Agencies

FROM : The Director, Planning and Policy Office

SUBJECT : **Submission of CY 2005 Annual
Accomplishment Report**

DATE : 21 November 2005

This is to remind all concerned offices to start preparing their annual accomplishment reports for CY 2005. Initially, we request you to prepare a narrative report containing the highlights of your accomplishments/milestones to be submitted on or before 16 December 2005. A more detailed report to be submitted subsequently not later than 13 January 2006, following the outline below:

- Executive Summary
- General Administration and Support Services
- Sectoral Narrative Reports to include innovations introduced, issues/problems and actions taken, comparison of current year's accomplishments with previous year, justifications on activities with below 75% and above 115% accomplishments
- Foreign-Assisted and Special Projects
- Flagship Programs
- Gender and Development (GAD) mainstreaming efforts
- Annexes and Tables

Reports should be submitted to the Project Development and Evaluation Division (PDED) for consolidation.

Thank you and we expect your usual cooperation on this matter.


ERIBERTO C. ARGETE

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