



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
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MEMORANDUM

TO : The Directors  
Policy and Planning Service  
Foreign Assisted and Special Projects Service  
Strategic Communication and Initiatives Service  
Human Resource Development Service  
Forest Management Bureau  
Biodiversity Management Bureau  
Land Management Bureau

FROM : The Undersecretary  
Priority Programs  
& DENR Permanent Alternate, National Steering Committee (NSC)  
DA-DAR-DENR-DILG NCI-SRD

SUBJECT : **NCI-SRD PROCEDURAL MANUAL WRITESHOP (FINAL DRAFTING) ON  
SEPTEMBER 22 TO 25, 2020 (VIA ZOOM)**

DATE : SEP 16 2020

This has reference to the attached letter dated September 4, 2020 from Undersecretary Waldo R. Carpio, Undersecretary for Special Concerns, Department of Agriculture and Permanent Alternate Chairperson, National Steering Committee (NSC) DA-DAR-DENR-DILG NCI-SRD, requesting the participation of designated representatives of the DA-DAR-DENR-DILG NCI-SRD Component Working Groups (CWGs) to the **NCI-SRD Procedural Manual Writeshop (final Drafting) on September 22-25, 2020 via zoom:**


| COMPONENT WORKING GROUP   | LIST OF PARTICIPANTS             |
|---|----------------------------------|
| Agriculture, Forestry, and Fisheries-Enterprise Cluster and Business Development (AFECBD) | Ms. Rosalie Imperial, FMB        |
| Capacity Development  | Ms. Bernardita Tubang, HRDS      |
| Knowledge Management  | Ms. Adona San Diego, SCIS        |
| Policy and Advocacy   | Director Melinda Capistrano, PPS |

The writeshop aims to finalize the draft of the NCI-SRD Procedural Manual which shall be endorsed for finalization and approval of the NSC before the end of FY 2020. This will serve as guide to NCI-SRD members, including the Regional Convergence Initiative (RCI) Technical Working Groups and the Secretariats on the standard operating rules and procedures of the NCI-SRD.

Please accomplish the online confirmation slip on or before **Friday, September 18, 2020**. For inquiries, you may contact Ms. Marineh Ambrosio at telephone numbers 8929-5683/8929-4927 or through email at [ncisrd@da.gov.ph](mailto:ncisrd@da.gov.ph).

For your appropriate action, please.

  
ATTY. JONAS R. LEONES

|   |   |                 |                  |
|---|---|-----------------|------------------|
|  | Republic of the Philippines<br>DA - DAR - DENR - DILG<br><b>National Convergence Initiative for Sustainable Rural Development (NCI-SRD)</b> | Reference Code: | NCI-SRD_FR_002_1 |
|   | <b>LETTER</b>   | Control No.:    |                  |
|   |   | Effective date: | March 31, 2020   |
|   |   | Page No.:       | 1 of 1           |

September 04, 2020

**ATTY. JONAS R. LEONES, CESO I**  
 Undersecretary for Priority Programs  
 Department of Environment and Natural Resources (DENR)  
 Visayas Avenue, Diliman, Quezon City

Dear Undersecretary Leones:

The NCI-SRD Capacity Development Component Working Group (CD CWG) will be conducting the NCI-SRD Procedural Manual Writeshop (Final Drafting) on September 22 to 25, 2020 via Zoom digital platform. The writeshop aims to finalize the draft of the NCI-SRD Procedural Manual, which shall be endorsed for finalization and approval of the National Steering Committee (NSC) before end of FY 2020. The NCI-SRD Procedural Manual will serve as guide to NCI-SRD members, including the Regional Convergence Initiative (RCI) Technical Working Groups (TWGs) and the Secretariats on the standard operating rules and procedures of the NCI-SRD.

In this regard, *may we request you to facilitate the participation of the designated representatives per CWG to attend this activity? Please note that only one (1) slot is allotted per CWG:*

| Component Working Group  | No. of Participants |
|--|---------------------|
| 1. Agriculture, Forestry, and Fisheries – Enterprise Cluster and Business Development (AFFECBD)<br><i>Ms. Rosalie Imperial/Mr. Alex Pascua/Ms. Joy Alvarez</i> | 1                   |
| 2. Capacity Development (CD)<br><i>Ms. Bernadita Tubang/Mr. Joey Austria/Mr. Joshua Saluria</i>  | 1                   |
| 3. Knowledge Management (KM)<br><i>Mr. Geoffrey Pontillas/Ms. Adona San Diego/Mr. Darwin Tejerero</i>  | 1                   |
| 4. Policy and Advocacy (PA)<br><i>Ms. Melinda Capistrano/Ms. Nilda Baling/Ms. Fe Oliveros/Atty. Malou Alutaya</i>  | 1                   |
| <b>TOTAL:</b>  | <b>4</b>            |


*Further, may we request the designated representative per CWG to be present for the whole duration of the activity to ensure a productive and efficient discussion?* Participants are advised to secure a stable internet connection, find a conducive environment for web conferencing during the activity, and prepare their Zoom accounts ahead of time to avoid technical difficulties during the writeshop. **Please note that we will honor only the participation of the representative who have confirmed his/her attendance by accomplishing the online confirmation slip.** Attached is the provisional program of activities for your reference.

**Kindly accomplish the online confirmation slip on or before Friday, 18 September 2020.** For confirmation and other concerns, your staff may contact Ms. Marineh Ambrosio of the NCI-SRD Secretariat at nos. (02) 8- 929-5683/ (02) 8-929-4927 or send an email at [ncisrd@da.gov.ph](mailto:ncisrd@da.gov.ph).

Thank you for your continued support to the NCI-SRD and we look forward to DENR's participation in the activity.

Truly yours,

**WALDO R. CARPIO**  
 Undersecretary for Special Concerns  
 Department of Agriculture *and*  
 Permanent Alternate Chairperson, National Steering Committee (NSC)  
 DA-DAR-DENR-DILG NCI-SRD

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|  | Republic of the Philippines<br>DA - DAR - DENR - DILG<br><b>National Convergence Initiative for<br/>         Sustainable Rural Development (NCI-SRD)</b> | Reference Code: | NCI-SRD_FR_006_1 |
|   |  | Control No.:    |                  |
|   | <b>PROGRAM OF ACTIVITIES</b>   | Effective date: | March 31, 2020   |
|   |  | Page No.:       | 1 of 3           |


**NCI-SRD Procedural Manual Writeshop (Final Drafting)**

September 22-25, 2020

Zoom

**PROGRAM OF ACTIVITIES**


| <b>Day 1, Tuesday, September 22, 2020</b> |   |
|---|---|
| 8:30 AM - 9:00 AM                         | Daily Online Registration of Participants   |
| 9:00 AM - 9:10 AM                         | Acknowledgment of Participants<br><i>NCI-SRD National Secretariat</i>   |
| 9:10 AM - 9:20 AM                         | Opening Remarks<br><b>WILLIAM C. MEDRANO, PhD</b><br><i>Undersecretary-Designate for Livestock<br/>National Focal Person, NCI-SRD</i> |
| 9:20 AM - 9:30 AM                         | Photo Opportunity   |
| 9:30 AM - 9:40 AM                         | Presentation of House Rules<br><i>NCI-SRD National Secretariat</i>  |
| 9:40 AM - 9:50 AM                         | Rationale, Leveling of Expectations, and Mechanics of the Activity<br><i>NCI-SRD National Secretariat</i>                             |
| 9:50 AM - 10:20 AM                        | Pre-Test  |
| 10:20 AM - 10:30 AM                       | NCI-SRD Procedural Manual Section Overview and Presentation of the Outline<br><i>NCI-SRD National Secretariat</i>                     |
| 10:30 AM - 10:50 AM                       | Preliminary Sections  |
| 10:50 AM - 11:00 AM                       | Section 1: Introduction   |
| 11:00 AM - 2:00 PM                        | Lunch and Rest  |
| 2:00 PM - 2:20 PM                         | Energizer   |
| 2:20 PM - 2:30 PM                         | Section 2: NCI-SRD Organizational Structure and Functions   |
| 2:30 PM - 3:00 PM                         | Section 3: Rules and Procedures on Membership and Chairpersonship to NCI-SRD Working Groups   |
| 3:00 PM - 3:30 PM                         | Section 4: Rules and Procedures for NCI-SRD Meetings  |
| 3:30 PM - 4:00 PM                         | Section 5: Rules and Procedures for NCI-SRD Learning and Development (L&D) Activities   |

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|   | <b>PROGRAM OF ACTIVITIES</b>  | Effective date: | March 31, 2020   |
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| <b>Day 2, Wednesday, September 23, 2020</b> |   |
|---|---|
| 8:30 AM - 9:00 AM                           | Daily Online Registration of Participants   |
| 9:00 AM - 9:10 AM                           | Acknowledgement of Participants for Day 2<br><i>NCI-SRD National Secretariat</i>      |
| 9:10 AM - 9:30 AM                           | Ice Breaker   |
| 9:30 AM - 9:45 AM                           | Recap of Day 1 and Summary of Major Agreements<br><i>NCI-SRD National Secretariat</i> |
| 9:45 AM - 10:15 AM                          | Section 6: Rules and Procedures on the Flow and Exchange of Communication             |
| 10:15 AM - 11:00 AM                         | Section 7: Rules and Procedures for NCI-SRD Policy Issuances and Advocacy             |
| 11:00 AM - 2:00 PM                          | Lunch and Rest  |
| 2:00 PM - 2:20 PM                           | Energizer   |
| 2:20 PM - 3:00 PM                           | Section 8: Rules and Procedures for Convergence Areas and CADPs                       |
| 3:30 PM - 4:00 PM                           | Section 9: Rules and Procedures on Development of IECM Materials                      |

| <b>Day 3, Thursday, September 24, 2020</b> |   |
|--|---|
| 8:30 AM - 9:00 AM                          | Daily Online Registration of Participants   |
| 9:00 AM - 9:10 AM                          | Acknowledgement of Participants for Day 3<br><i>NCI-SRD National Secretariat</i>  |
| 9:10 AM - 9:30 AM                          | Ice Breaker   |
| 9:30 AM - 9:45 AM                          | Recap of Day 2 and Summary of Major Agreements<br><i>NCI-SRD National Secretariat</i>                                   |
| 9:45 AM - 10:15 AM                         | Section 10: Rules and Procedures on Data Management System  |
| 10:15 AM - 11:00 AM                        | Section 11: Work Program<br>Section 12: Mandatory Review<br>Section 13: Supplementary Clause<br>Section 14: Effectivity |
| 11:00 AM - 2:00 PM                         | Lunch and Rest  |
| 2:00 PM - 2:20 PM                          | Energizer   |
| 2:20 PM - 4:00 PM                          | Annexes   |

| <b>Day 4, Friday, September 25, 2020</b> |   |
|--|---|
| 8:30 AM - 9:00 AM                        | Daily Online Registration of Participants   |
| 9:00 AM - 9:10 AM                        | Acknowledgement of Participants for Day 4<br><i>NCI-SRD National Secretariat</i>      |
| 9:10 AM - 9:30 AM                        | Ice Breaker   |
| 9:30 AM - 9:45 AM                        | Recap of Day 3 and Summary of Major Agreements<br><i>NCI-SRD National Secretariat</i> |
| 9:45 AM - 10:15 AM                       | Post-Test   |
| 10:15 AM - 10:30 AM                      | Ways Forward<br><i>NCI-SRD National Secretariat</i>                                   |

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| <b>Day 4, Friday, September 25, 2020</b> |   |
| 10:30 AM - 10:45 AM                      | Closing Remarks<br><b>SONIA M. SALGUERO</b><br><i>OIC-Director, Bureau of Soils and Water Management (BSWM)</i><br><i>Deputy National Focal Person, NCI-SRD</i> |