



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

FOR/TO : All Undersecretaries  
All Assistant Secretaries  
  
All Bureau Directors  
All Service Directors  
Executive Directors, RBCO, MBCO  
Heads, Attached Agencies

FROM : The Undersecretary for Policy, Planning and International Affairs

SUBJECT : **UPDATING OF THE STANDARD OPERATING PROCEDURES (SOP) FOR THE MONITORING AND EVALUATION OF DENR PROGRAMS AND PROJECTS – CONDUCT OF ONLINE SURVEY**

DATE : NOV 16 2020

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The Policy and Planning Service through the Program Monitoring and Evaluation Division is currently updating the DENR Monitoring and Evaluation (M&E) System in order to ensure effective and efficient monitoring and evaluation of the various programs and projects of the Department.

Several activities have been lined-up by PMED to realize the desired output. Of these, the initial activity involves gathering of feedback from the Regional Planning and M&E personnel, including Finance and Technical personnel, in order to assess the effectiveness of the current M&E System in the Regions, as well as, generate a situational analysis on how monitoring, evaluation, and reporting have been adopted and implemented in the Regions. For a quick and more systematic way of gathering feedback, the conduct of a survey through an online platform is seen as an appropriate course of action.

The online survey via Google Forms which is scheduled on November 24, 2020 from 9:00 AM to 12:00 NN would require attendance and participation of target respondents from the Central Office, Bureaus, Service, other Offices, and Attached Agencies.

Related to this, you are hereby enjoined to participate in the online survey. For your reference, the list of respondents is herein attached. The respondents will only have access to the survey forms during the allotted time.

For your strict compliance.

  
ATTY. JONAS R. LEONES

## **ONLINE SURVEY**

Assessment of the M&E System of the Department of Environment and Natural Resources

### **LIST OF RESPONDENTS**

#### **A. MANAGEMENT**

1. All Undersecretaries
2. All Assistant Secretaries
3. All Bureau Directors
4. All Service Directors (including heads of RBCO and MBCO)
5. All Heads of Attached Agencies

#### **B. CENTRAL OFFICE**

1. DCs under PPS (PSD, PPD, PMED)
2. DCs under FMS (Budget, Accounting, Management)
3. DCs under KISS (SDRMD, ISD, NIMD)
4. DCs under SCIS
5. DCs under Legal Service
6. DCs under Admin Service
7. DCs under HRDS
8. DCs under IAS
9. DCs under FASPS
10. CCS Monitoring Chief or focal
11. RBCO Monitoring Chief or focal
12. MBCO Monitoring Chief or focal
13. Pasig River Rehab Monitoring Chief or focal
14. Boracay IATF Monitoring Chief or focal
15. Bangon Marawi TF Monitoring Chief or focal
16. CARP Monitoring Chief or focal
17. GAD Focal

#### **C. LINE BUREAUS**

1. Monitoring and Enforcement Division Chief -- ROs
2. Finance Section Chief (under Admin) -- ROs
3. Planning or Monitoring Section Chief -- CO
4. Finance Section Chief -- CO

#### **D. STAFF BUREAUS**

1. Planning or Monitoring Section Chief
2. Finance Section Chief
3. ERDB Research Center Heads
4. ERDB Research Center Planning Focal

#### **E. ATTACHED AGENCIES**

1. Monitoring Chief or Planning Chief -- Head Office
2. Monitoring Chief or Planning Chief -- Field Office or Branch

## **REMINDERS**

- 1. The links for the survey will be provided on Monday, November 23, 2020.**
- 2. Respondents will be required to sign in to Google. Therefore, respondents should have their Gmail accounts ready prior to the conduct of the online survey.**
- 3. The respondents can answer and submit the survey only once.**
- 4. The respondents are given with maximum of three (3) hours to complete and submit the online survey, i.e from 9:00 AM to 12:00 NN of November 24, 2020.**
- 5. The survey form will be closed at exactly 12:00 NN so the respondents are reminded to complete and submit the form on or before the prescribed deadline.**