



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

TO : The Regional Executive Directors (NCR, CAR, Regions 1-13)  
 The Bureau Directors (FMB, LMB, BMB, ERDB, EMB, MGB)  
 The Heads of Attached Agencies (NAMRIA, NWRB, PCSD, LLDA)

THRU : The Assistant Secretary for Policy, Planning and Foreign-Assisted  
 and Special Projects

FROM : The Undersecretary for Policy, Planning and International Affairs

SUBJECT : SUBMISSION OF ANNUAL REPORT FOR CY 2020

DATE : NOV 16 2020

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Preparations are underway for the drafting of the DENR Annual Report for CY 2020 recounting its achievements in the face of the challenges brought by the Covid-19 pandemic.

In this regard, may we request you to start preparing a report on the accomplishments of your respective offices for this year, following the attached outline. The data and information to be gathered from your reports shall serve as inputs in the Department's Annual Report and in the crafting of the next Annual Plan.

The Annual Report must provide substantial information on the major outputs and services delivered as well as the outcomes/results and milestones achieved under the various programs and projects implemented, notably the Secretary's Ten Priority Programs. It must also take into account the main factors that influenced the attainment of program targets and objectives and more importantly, the opportunities/prospects for the year 2021.

The Report should be supplemented with visual presentation of accomplishments in the form of charts, tables, infographics, photos, and geospatial maps.

Please submit your Reports (hard and e-copy) to the Program Monitoring and Evaluation Division (PMED), on or before **15 January 2021**.

For your preferential attention.

  
 ATTY. JONAS R. LEONES

cc: USEC for Field Operations and Environment

MEMO NO. 2020 - 599

## OUTLINE OF ANNUAL REPORT FOR CY 2020

- I. **Introductory Message of the Head of Agency**
- II. **Executive Summary.** Overview of accomplishments to include assessment of physical vs. financial performance
- III. **Highlights of Accomplishments.** Narrative account of Program/Project Outputs and Outcomes including the factors that facilitated/hindered the attainment of targets
  - A. General Administration and Support Services (GASS)
  - B. Support to Operations (STO)
  - C. Operations
    1. Secretary's Ten Priority Programs
      - Manila Bay and Boracay Rehabilitation
      - Intensified Environmental Protection
        - Clean Air Program
        - Clean Water Program
        - Solid Waste Management
      - Enhanced National Greening Program
      - Intensified Forest Protection and Anti-Illegal Logging
      - Improved Land Administration and Management
      - Enhanced Biodiversity Conservation
        - PAs, Caves and Wetlands Management
        - Wildlife Conservation
        - Scaling Up of Coastal and Marine Ecosystems Management Program
      - Geohazards, Groundwater Assessment and Responsible Mining
    2. Key Programs in Support of the Secretary's Ten Priority Programs
    3. Special Programs/Projects (e.g. "Bangon Marawi")
    4. Foreign-Assisted Projects
    5. Gender and Development (GAD)
  - D. Results/Outcomes

Assessment of Stakeholders' responses to the programs implemented: participation, compliance, adoption, enforcement, utilization of outputs provided
  - E. Significant progress or Milestones
  - F. Policy and Implementation Issues and Actions Taken
- IV. **Tables and Annexes.** Use the attached Form (Form 1) to report the Physical and Financial performance as of 31 December 2020. The Programs/Activities/Projects (PAPs) and performance indicators to be reflected in the Form must be in accordance with the approved Work and Financial Plan (WFP). For the Regional Offices, provide the breakdown, by PENRO and CENRO. Strictly fill out the "Remarks" column stating the reason/s for deviations, i.e., below 70% and more than 120% accomplishment both for physical and financial performance. Attach Annexes as deemed necessary.
- V. **Prospects for CY 2021.** Outlook for 2021 in terms of the capacity of your organization to implement PAPs more efficiently and effectively and be able to deliver the expected outputs and outcomes. This would take into account the potentials and opportunities for the achievement of plan targets and improvement of performance given your resources. Also include the possible obstacles to the realization of goals and recommendations to avert these hindrances.

**PHYSICAL AND FINANCIAL PERFORMANCE FOR CY 2020**

as of \_\_\_\_\_

OFFICE:

Form 1

Programs/Activities/Projects (P/A/Ps)	PERFORMANCE INDICATORS	PHYSICAL PERFORMANCE							FINANCIAL PERFORMANCE						REMARKS	
		Target			Accomplishment				Allot	Released	% (Amt. Released/ Allot*100)	Obli	Disb	% Budget Utilization Rate (BUR)		
		Annual Target	This Month	To Date	This Month	To Date	% Accompl.							(Oblig/ Allot)*100		(Disb/ Oblig)*100
							This Month	To Date								
1	2	3	4	5	6	7	8	9	6	7	8=7/6	9	10	11=(9/6)*100	12=(10/9)*100	13

Prepared by:

Submitted by:

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