



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

**TO :** **The Directors**  
Knowledge and Information Systems Service  
Policy and Planning Service  
Strategic Communication Initiative Service  
Biodiversity Management Bureau  
Ecosystems Research and Development Bureau  
Forest Management Bureau  
Land Management Bureau

**FROM :** The Undersecretary  
Policy, Planning and International Affairs  
& Permanent Alternate, DENR National Steering Committee  
DA-DAR-DENR-DILG NCI-SRD

**SUBJECT :** **NCI-SRD KNOWLEDGE MANAGEMENT (KM) MIS FINAL USER ACCEPTANCE TESTING ON DECEMBER 15 TO 17, 2020 VIA ZOOM**

**DATE :** **DEC 04 2020**

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This refers to the attached letter dated November 23, 2020 from Undersecretary Waldo R. Carpio, Undersecretary for Special Concerns, Department of Agriculture and Permanent Alternate Chair, National Steering Committee, DA-DAR-DENR-DILG NCI-SRD, requesting for the participation of the following DENR KM CWG members in the above event to be held virtually on December 15 to 17, 2020:


- a. Knowledge and Information Systems Service
- b. Policy and Planning Service
- c. Strategic Communication Initiative Service
- d. Biodiversity Management Bureau
- e. Ecosystems Research and Development Bureau
- f. Forest Management Bureau
- g. Land Management Bureau


The testing generally aims to test the updated NCI-SRD MIS by the RCI-TWGs as its primary users.

Please note that preference is given to the participants who attended the NCI-SRD MIS Orientation and the NCI-SR MIS User Acceptance Testing held on June 17 to 18, 2020 and August 18 to 20, 2020 respectively.

Participant/s can confirm their attendance through the online confirmation form at <https://tinyurl.com/MISconfirmation> on or before **Tuesday, December 8, 2020**. For inquiries, you may contact Mr. Justine Devela at telephone no. 8929-5683/8-929-4927 or through email at [ncisrd@da.gov.ph](mailto:ncisrd@da.gov.ph).

For your information and appropriate action.

  
ATTY. JONAS R. LEONES

	Republic of the Philippines DA - DAR - DENR - DILG <b>National Convergence Initiative for Sustainable Rural Development (NCI-SRD)</b>	Reference Code:	NCI-SRD_FR_018_3
	<b>LETTER OF INVITATION</b>	Control No.:	
		Effective date:	October 15, 2020
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November 23, 2020

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

Dear Undersecretary Leones:

This has reference to the NCI-SRD Management Information System (MIS), which is a tool developed by the Knowledge Management Component Working Group (KM CWG) and the National Secretariat. The NCI-SRD MIS is designed to systematically collect, organize, and present information on convergence areas with existing approved convergence area development plans (CADPs). The tool shall enable regular reporting and monitoring of inputs, activities, and outputs of concerned LGUs and agencies in the convergence areas. The intended users of the MIS shall include the Regional Convergence Initiative Technical Working Groups (RCI TWGs) and the National Secretariat.


*The KM CWG will be holding the MIS Final User Acceptance Testing on December 15 to 17, 2020 through Zoom.* The testing generally aims to test the updated NCI-SRD MIS by the RCI TWGs, who shall be its primary users. Attached is the provisional program for your reference.

*In this regard, may we request your office to facilitate the participation of the DENR KM CWG members in the virtual activity? We have allotted one (1) slot each for the following offices:*

1. Knowledge and Information Systems Service (KISS);
2. Policy and Planning Service (PPS);
3. Strategic Communication Initiative Service (SCIS);
4. Biodiversity Management Bureau (BMB);
5. Ecosystems Research and Development Bureau (ERDB);
6. Forest Management Bureau (FMB); and
7. Land Management Bureau (LMB).


The activity will run for three (3) days and shall require a stable internet connection to enable web conferencing and pilot-testing of the MIS, which will be uploaded in an online server. *May we remind your designated representative to secure a stable internet connection and find a conducive environment for web conferencing during the three (3)-day activity. Preference is given for the participants who attended the NCI-SRD MIS Orientation on June 17 to 18, 2020 and/or NCI-SRD MIS User Acceptance Testing on August 18 to 20, 2020.*

Kindly confirm your participation through the *online confirmation form* (<https://tinyurl.com/MISconfirmation>) *on or before Tuesday, December 08, 2020.* For other concerns, your staff may contact Mr. Justine Devela 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).

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

Respectfully yours,



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



Republic of the Philippines  
 DA - DAR - DENR - DILG  
**National Convergence Initiative for  
 Sustainable Rural Development (NCI-SRD)**

Reference Code:	NCI-SRD_FR_006_1
Control No.:	
Effective date:	March 31, 2020
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**PROGRAM OF ACTIVITIES**

**NCI-SRD Management Information System (MIS) Final User Acceptance Testing**  
 December 15 to 17, 2020  
 Zoom

**PROGRAM OF ACTIVITIES**

**Day 1, Tuesday, December 15, 2020**

8:30 AM – 9:00 AM	Online Registration of Participants
9:00 AM – 9:10 AM	Acknowledgment of Participants <i>NCI-SRD National Secretariat</i>
9:10 AM – 9:20 AM	Opening Remarks <b>Director Honorio Flameño</b> <i>Chairperson, Knowledge Management Component Working Group (KM CWG)</i>
9:20 AM – 9:30 AM	Message <b>Undersecretary William C. Medrano</b> <i>Undersecretary for Livestock and NCI-SRD National Focal Person</i>
9:30 AM – 9:45 AM	Presentation of House Rules <i>NCI-SRD National Secretariat</i>
9:45 AM – 10:00 AM	Rationale, Leveling of Expectations, and Mechanics of the Activity <i>NCI-SRD National Secretariat</i>
10:00 AM – 11:00 AM	Presentation of the NCI-SRD Management Information System (MIS) <i>NCI-SRD National Secretariat</i>
11:00 AM – 2:00 PM	Lunch and Break for the Participants
2:00 PM – 2:15 PM	Energizer
2:15 PM – 3:30 PM	Validation of Database for MIS (Breakout Rooms) <i>KM CWG and Regional Convergence Initiative Technical Working Groups (RCI TWGs)</i>
3:30 PM – 4:00 PM	Instructions on User Acceptance Testing Activity <i>NCI-SRD National Secretariat</i>

**Day 2, Wednesday, December 16, 2020**

8:30 AM – 9:00 AM	Online Registration of Participants
9:00 AM – 12:00 PM	Self-Paced User Acceptance Testing Activity using Encoder Account (Breakout Rooms)
12:00 PM – 1:00 PM	Lunch and Break for the Participants
1:00 PM – 4:00 PM	Self-Paced User Acceptance Testing Activity using Verifier Account (Breakout Rooms)
4:00 PM – 5:00 PM	Consolidation of Feedback Results <i>NCI-SRD National Secretariat</i>

**Day 3, Thursday, December 17, 2020**

8:30 AM – 9:00 AM	Online Registration of Participants
9:00 AM – 9:10 AM	Acknowledgment of Participants <i>NCI-SRD National Secretariat</i>



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9:10 AM - 9:15 AM	Energizer <i>NCI-SRD National Secretariat</i>
9:15 AM - 9:30 AM	Recap of Days 1 and 2 <i>KM CWG</i>
9:30 AM - 10:30 AM	Discussion of Feedback and Recommendations to the NCI-SRD MIS <i>RCI TWGs and KM CWG</i>
10:30 AM - 11:20 AM	Presentation of Feedback based on the User Acceptance Testing Activity <i>NCI-SRD National Secretariat</i>
11:20 AM - 11:35 AM	Ways Forward <i>NCI-SRD National Secretariat</i>
11:35 AM - 11:50 AM	Summary of Major Agreements <i>NCI-SRD National Secretariat</i>
11:50 AM - 12:00 PM	Closing Remarks <b>Director Sonia M. Salguero</b> <i>Director, BSWM and NCI-SRD Deputy National Focal Person</i>