



MEMORANDUM

08 JAN 2021

TO : ALL REGIONAL EXECUTIVE DIRECTORS

ATTN : REGIONAL FOCAL ADR OFFICERS

**FROM : THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS
AND CHAIRPERSON, ADR COMMITTEE**

**SUBJECT : 2020 ACCOMPLISHMENT ON ALTERNATIVE DISPUTE
RESOLUTION BASED ON THE 2020 WORK AND FINANCIAL
PLAN**

In July 2020, the Alternative Dispute Resolution Committee (ADR Committee) downloaded funds to all regions to support the ADR process and related activities of the field offices. Part of the requirements of the downloading of funds were the submission of Work and Financial Plan for the said period and the submission of monthly accomplishment reports. However, only a few regions were able to submit their monthly accomplishment reports.

In view of the submission of the accomplishment report for FY 2020 of the ADR Committee, all regional offices are required to submit to the ADR Committee through the ADR Committee Secretariat its consolidated accomplishment (physical and financial) for FY 2020 on ADR and related ADR activities based on the submitted work and financial plan. Please use the format below in submitting your reports.

PROGRAM/ ACTIVITY/ PROJECT	UWM/ PERFORMANCE INDICATOR	RESPON SIBLE OFFICE	PHYSICAL TARGET	PHYSICAL ACCOMPLI SHMENT	REMA RKS	FUND ALLOT MENT	FUND UTILIZ ATION	REMA RKS
ADR Implementation								

Submit your accomplishment report on or before 15 January 2021 through our email address denradrcom@gmail.com and for questions and clarifications please contact the Head of ADR Committee Secretariat at 09059904355.

For strict compliance.


 ATTY. MICHELLE ANGELICA D. GO

Copy furnished:

Undersecretary for Field Operations and Environment
 Assistant Secretary for Field Operations - Visayas
 Assistant Secretary for Field Operations-Mindanao and Legislative Affairs
 OIC, Assistant Secretary for Field Operations - Luzon