



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph
OUPPIA Tel. No. 928-1186 and 928-1195 email address: oueiea.denr@gmail.com
Voice-Over-Internet-Protocol (VOIP) Trunkline (632)7553330 local 1068

MEMORANDUM

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

The Regional Executive Director
DENR Region IV-A
(Regional Convergence Initiative Technical Working Group)

ATTENTION : Capacity Development Component Working Group
Policy and Advocacy Component Working Group
Knowledge Management Component Working Group
Agriculture, Forestry and Fisheries Enterprise Cluster
and Business Development Component Working Group
(DA-DAR-DENR-DILG NCI-SRD)

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

SUBJECT : **PARTICIPATION OF SOME DENR PERSONNEL TO THE NATIONAL CONVERGENCE INITIATIVE FOR SUSTAINABLE RURAL DEVELOPMENT (NCI-SRD) REVISED CADP MANUAL OF OPERATIONS WRITESHOP (FINAL DRAFTING) ON OCTOBER 12 TO 15, 2021 IN LOS BAÑOS, LAGUNA**

DATE : **OCT 07 2021**

This has reference to the attached letter from Undersecretary Waldo R. Carpio, Special Concerns, Department of Agriculture and Permanent Alternate Chairperson National Steering Committee, National Steering Committee, DA-DAR-DENR-DILG NCI-SRD, **inviting Director Melinda C. Capistrano, the RCI-TWG of DENR Region IV-A and the designated permanent alternate representatives of DA-DAR-DENR-DILG NCI-SRD Component Working Groups** to the Revised CADP Manual of Operations Writeshop (Final Drafting) to be held through **online and in person on October 12 to 15, 2021 at the Boys Scouts, Los Baños, Laguna**, as follows:

OFFICE	PARTICIPANT (ONE PER OFFICE)	PLATFORM
DENR Region IV-A RCI-TWG	RED Nilo B. Tamera and 3 Representative	In-person (physical)

POLICY ADVOCACY		
Biodiversity Management Bureau	Armida P. Andres, Chief, Biodiversity Policy and Knowledge Management Division or Nilda S. Baling, Supervising Ecosystem Management Specialist	Online
Ecosystems Research and Development Bureau	Atty. Simmonette S. Lim, ERDB, Legal Unit or Juan B. Ebor, OIC-TTD	
Forest Management Bureau	Isabelita V. Austria, Chief, Forest Policy, Planning and Knowledge Management Division	
Land Management Bureau	Atty. Marlou Alutaya, Chief, Legal Division or	
	Engr. Henry Pacis, Chief, Land Policy and Planning Division	

AGRICULTURE, FORESTRY AND FISHERIES ENTERPRISE CLUSTER AND BUSINESS DEVELOPMENT		
Foreign Assisted and Special Projects Service	Ma. Sabrina Cruz, Assistant Director, FASPO or Joey E. Austria, Senior Technical Specialist	Online
Ecosystems Research and Development Bureau	Florita E. Siapno, OIC-Chief, FERD or Ma. Lourdes Q. Moreno, Supervising SRS	
Forest Management Bureau	Ildefonso L. Quilloy, OIC-Chief, Forest Resources Management Division or Rosalie Imperial, Senior Forest Management Specialist	
Land Management Bureau	Alex Pascua, Chief, Land Management Division or Romeo Mendizabal, DENR-CARP	


CAPACITY DEVELOPMENT		
Human Resource Development Service	Alexius Caayao, Supervising Administrative Officer or Bernardita Tubang, Administrative Officer V	In person (physical)
Foreign Assisted and Special Projects Service	Ma. Sabrina Cruz, Assistant Director, FASPO or Joey E. Austria, Senior Technical Specialist	
Biodiversity Management Bureau	Jessica Esmael, Human Resources Management Unit or Nancy R. Corpuz, Supervising Environmental Management Specialist	
Ecosystems Research and Development Bureau	Lucena U. Mercado or Marilou C. Arcilla, Chief, HRDS	
Forest Management Bureau	Rebecca B. Aguda, Chief, Forestry Partnership Development Section of Joshua Saluria, Community Development Officer III	
Land Management Bureau	Alicia Robles, Manager, Center for Land Administration and Management Philippines or Oevella Luzette Galindon, Chief, LLPD-Policy Development Section	

KNOWLEDGE MANAGEMENT		
Knowledge and Information Systems Service	Antonio Bautista, Jr., OIC- Chief, Information Systems Division	Online
Strategic Communication and Information Service	Adona P. San Diego, Chief, Development Communication Division or Julie G. Ibulan, Chief, Stakeholders Management and Conflict Resolution Division	
Policy and Planning Service	Melinda C. Capistrano, OIC-Director, Planning and Policy Service or Geoffrey A. Pontilla, Planning Officer, Planning Monitoring and Evaluation Division	
Biodiversity Management Bureau	Darwin Tejerero, Information Technology Officer II or Winnievir S. Balilia, Senior, Environmental Management Specialist	
Ecosystems Research and Development Bureau	Marie Abbie Gail L. Dela Cueva, OIC-PICTD or Liberty E. Asis, Information Officer V	
Forest Management Bureau	Eugene V. Estrada, Chief, Knowledge and Information Systems Section	
Land Management Bureau	Engr. Warlito Quirimit, Head, Land Administration and Management System-National Coordinating Desk or Enielbert Estefanio, Information Systems Analyst III, LPPD-Information Communications Technology Section	

Please note that only one participant per office is requested to attend/participate. Please confirm your attendance through <https://tinyurl.com/2RevCADP> on or before **10 October 2021**. For clarifications, please contact Ms. Marineh Ambrosio at 8928-4927 or via email at ncisrd@da.gov.ph.

Your active attendance and participation will be highly appreciated.

For your information and appropriate action.


ATTY. JONAS R. LEONES



to be done 10/5
OUEIEA Secretariat <oueiea.denr@gmail.com>

Fwd: [INVITATION] Revised CADP Manual of Operations Writeshop (Final Drafting), October 12 to 15, 2021, Boys Scouts, Los Banos, Laguna

Ermalyn Ulalan <ermalynuc03@gmail.com>

Mon, Oct 4, 2021 at 12:51 PM

To: loretabasilio@yahoo.com, loreta_basilio@yahoo.com, oueiea.denr@gmail.com

Dear Ma'am / Sir

Greetings!

The NCI-SRD shall be holding a writeshop activity on **October 12 to 15, 2021, at Boys Scouts, Los Baños, Laguna, simultaneous via Zoom online**. The **Revised CADP Manual of Operations Writeshop (Final Drafting)** aims to revise the current Manual of Operations which describes the phases and processes pertaining to the preparation, planning and implementation of our CADPs. Attached is the current Manual which shall be subject for revision.

In view of this, we would like to **request the participation of your representatives**. Kindly refer to the attached **advance copy** of the memorandum and distribution list for additional information.

Please confirm your attendance via this link: <https://tinyurl.com/2RevCADP>. For other clarifications or concerns, your staff may contact Ms. Marineh Ambrosio of the NCI-SRD National Secretariat at (632) 8929 4927 or local 2275, or email us at ncisrd@da.gov.ph

Thank you and we hope to hear from you soon regarding this matter.

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Yours Truly,

Ermalyn U. Cruz



NCI-SRD National Secretariat

phone: (632) 8929 4927 or local 2275

website: ncisrd.da.gov.ph

address: 2nd Floor, Bureau of Soils and Water Management,
Visayas Avenue corner Elliptical Road, Diliman, Quezon City

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3 attachments

DA Invitation to CWG Members_CADP ManOps.pdf
212K

CADP Manual of Operations.pdf
3577K


10/5/21, 5:35 PM

Gmail - Fwd: [INVITATION] Revised CACP Manual of Operations Writeshop (Final Drafting), October 12 to 15, 2021, Boys Scouts...



Program for Revised CACP ManOps (Final Drafting) (1).pdf

200K

	Republic of the Philippines DA - DAR - DENR - DILG National Convergence Initiative for Sustainable Rural Development (NCI-SRD)	Reference Code:	NCI-SRD_FR_018_3
		Control No.:	
	LETTER	Effective date:	October 15, 2020
		Page No.:	1 of 2

September 30, 2021

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 **Revised CADP Manual of Operations Writeshop (Final Drafting) on October 12 to 15, 2021 Boys Scouts, Los Baños, Laguna** and simultaneous via Zoom online. The activity aims to increase knowledge on processes, procedures and practices related to the selection, validation, implementation, launching, and sustainability of convergence areas and increase technical writing skills through the revision of the CADP Manual of Operations. At the end of the writeshop, a revised draft of the CADP Manual of Operations is expected. Attached is the Provisional Program for your reference.

In this regard, **may we request your assistance in facilitating the physical attendance of the Chairperson of the Policy and Advocacy Component Working Group, Dir. Melinda Capistrano** or her permanent alternate from DENR-PPS on the abovementioned activity? In addition, kindly facilitate the attendance and participation of the following offices:

WORKING GROUP (WG)	OFFICE	NUMBER OF SLOTS	MODE OF PARTICIPATION
1. Capacity Development Component WG	BMB, ERDB, FMB, HRDS, LMB, FASPS	1 per office	physical
2. Policy and Advocacy Component WG	BMB, ERDB, FMB, LMB	1 per office	virtual
3. Knowledge Management Component WG	BMB, ERDB, FMB, LMB, KISS, PPS, SCIS	1 per office	virtual
4. Agriculture, Forestry and Fisheries Enterprise Cluster and Business Development Component WG	ERDB, FMB, FASPS, LMB	1 per office	virtual
5. Regional Convergence Initiative Technical WG	CALABARZON	4	physical

Their participation shall be significant to the conduct of our writeshop.

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Due to health and safety restrictions, physical attendees are limited to NTWG and CD CWG members of the DA-DAR-DENR-DILG Central Offices and members of RCI TWG CALABARZON.




The NCI-SRD National Secretariat shall ensure that all venue, food, and logistical arrangements are compliant with applicable health and physical distancing protocols. You may confirm participation through our online confirmation form <https://tinyurl.com/2RevCADP> on or before 10 October 2021. For other clarifications or concerns, your staff may contact Ms. Marineh Ambrosio of the NCI-SRD National Secretariat at (632) 8929 4927 or local 2275, or email us at ncisrd@da.gov.ph.

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

	Republic of the Philippines DA - DAR - DENR - DILG National Convergence Initiative for Sustainable Rural Development (NCI-SRD)	Reference Code:	NCI-SRD_FR_020_3
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Revised Convergence Area Development Plan (CADP) Manual of Operations Writeshop (Final Drafting)
 October 12 to 15, 2021
 Laguna

Day 1, Tuesday, 12 October 2021	
8:30 am – 12:00 pm	<i>Arrival and Billeting of Participants</i>
12:30 pm – 1:00 pm	Registration of Participants <i>National Secretariat</i>
Opening Ceremonies	
1:00 pm – 1:20 pm	Invocation and Philippine National Anthem <i>National Secretariat</i>
1:20 pm – 1:30 pm	Introduction of Participants <i>National Secretariat</i>
1:30 pm – 1:45 pm	Welcome Remarks VILMA M. DIMACULANGAN <i>Regional Executive Director, DA- Regional Field Office (RFO) and Chairperson, RCI TWG CALABARZON</i>
1:45 pm – 1:50 pm	Photo Opportunity Session
1:50 pm – 2:00 pm	House Rules <i>National Secretariat</i>
2:00 pm – 2:15 pm	Rationale, Leveling of Expectations and Mechanics of the Writeshop <i>National Secretariat</i>
2:15 pm – 2:45 pm	Pre-Test
2:45 pm – 3:45 pm	Briefing on the CADP Manual of Operations Program <i>National Secretariat</i>
3:45 pm – 4:15 pm	Initial Write-Up: Preparatory Phase - Mobilization of Working Groups and Conduct of Orientation
Day 2, Wednesday, 13 October 2021	
8:30 am – 9:00 am	Registration of Participants
9:00 am – 9:15 am	Opening Remarks WALDO R. CARPIO <i>Undersecretary for Special Concerns and Permanent Alternate Chairperson, National Steering Committee, NCI-SRD</i>
9:15 am – 9:20 am	Energizer
9:20 am – 9:30 am	Recap of Day 1 and Summary of Agreements
9:30 am – 10:30 am	Initial Write-Up: Preparatory Phase - Selection of Convergence Areas and Mobilization
10:30 am – 12:00 am	Initial Write-Up: Planning Phase - Data Gathering and Validation
12:00 am – 1:00 pm	<i>Lunch</i>
1:00 pm – 1:15 pm	Ice Breaker

	Republic of the Philippines DA - DAR - DENR - DILG National Convergence Initiative for Sustainable Rural Development (NCI-SRD)	Reference Code:	NCI-SRD_FR_020_3
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1:15 pm – 1:45 pm	Initial Write-Up: Planning Phase - Formulation of CADP (Timeline and Outline)
1:45 pm -2:30 pm	Initial Write-Up: Planning Phase - Formulation of CADP (Identifying Agribusiness Potential)
2:30 pm – 3:30 pm	Initial Write-Up: Planning Phase - Formulation of CADP (CADP Evaluation/Review and Approval)
3:30 pm – 4:30 pm	Initial Write-Up: Planning Phase - Formulation of CADP (Launching)
Day 3, Thursday, 14 October 2021	
8:30 am – 9:00 am	Registration of Participants
9:00 am – 9:15 am	Energizer
9:15 am – 9:30 am	Recap of Day 2 and Summary of Agreements
9:30 am – 11:00 am	Initial Write-Up: Implementation Phase – Organization and Management
11:00 am -12:00 pm	Initial Write-Up: Implementation Phase – Implementation of the 4 Components
12:00 am – 1:00 pm	<i>Lunch</i>
1:00 pm - 1:15 pm	Ice Breaker
1:15 pm - 2:00 pm	Continuation of Initial Write-Up: Implementation Phase – Implementation of the 4 Components
2:00pm – 3:00 pm	Initial Write Up: Institutionalization and Sustainability Phase – RBME System
3:00 pm – 5:00 pm	Initial Write Up: Institutionalization and Sustainability Phase – Sustainability Plan
Day 4, Friday, 15 October 2021	
8:30 am – 9:00 am	Registration of Participants
9:00 am – 9:15 am	Recap of Day 3 and Summary of Agreements
9:15 am – 9:30 am	Post-Test
9:30 am – 9:45 am	Ways Forward
9:45 am -10:00 am	Closing Remarks ROSANA P. MULA, Ph.D. <i>Director, DA-Agricultural Training Institute (ATI), and Capacity Development Component Working Group (CD CWG) Chairperson, NCI-SRD</i>
10:00 am – 10:30 am	Distribution of Certificates
10:30 am onwards	Departure of Participants



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CONVERGENCE AREA DEVELOPMENT PLAN

Manual of Operations

Coastal and Marine Ecosystem



Lowland Ecosystem



Upland Ecosystem

