



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : All Directors of Staff Bureaus
All Regional Executive Directors
Directors of Services
*Policy and Planning Service
*Human Resource Development Service
*Legal Affairs Service
*Strategic Communications and Initiatives Service
*Knowledge and Information System Service
*Administrative Service
GAD Secretariat

ATTENTION : All GAD Focal Persons and Assistants

FROM : The Undersecretary for Finance, Information Systems and
Climate Change, and Chairperson, National GAD Focal Point System

SUBJECT : **DEADLINE AND MECHANICS IN THE SUBMISSION OF THE
GAD ACCOMPLISHMENT REPORTS FOR CY 2021**

DATE : 17 December 2021

As agreed in our national meeting last 13 December 2021, the DENR GAD Central Office will be setting-up a Google Drive (Gdrive) where GAD Accomplishment Reports (AR) will be uploaded to fast track checking and submissions. Moreover, we also agreed that you will be **sending four (4) names from your office along with their positions (in the GAD Focal Point System, and in the office) and contact details (email address and cellular phone number), using the form in Annex 1, who will be authorized to have access to the Gdrive to upload/download documents and reports.**

Further, please note that we are expecting **AR submissions beginning 14 January until 30 January 2022.**

Should you have queries, please communicate to the DENR GAD Office through Susan Ruth Nisperos-Nool or Genielind Chavez at the following email addresses: gad_denr@yahoo.com tongks91@yahoo.com and genie.c.chavez@gmail.com.

For compliance.

ATTY. ANALIZA REBUelta-TEH

MEMO NO. 2021 - 874

Annex 1

GAD Accomplishment Report Focal Person

Region/Bureau/Office: _____

Name	Office Position/ Designation	Position in the GAD FPS	Email address <small>(denr.gov.ph email or gmail account)</small>	Mobile No.
1.				
2.				
3.				
4.				