



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

MEMORANDUM

TO : All non-CESOs occupying CES positions

FROM : THE UNDERSECRETARY
Policy, Planning, and International Affairs

SUBJECT : REPORTING OF ACCOMPLISHMENTS

DATE : AUG 15 2022

Pursuant to requirements provided under Memorandum Circular No. 3, series 2022 from the Office of the President, you are hereby instructed to submit a bi-monthly report on your major accomplishments to the Policy and Planning Service (PPS).

The reports shall include: 1) specific targets based on commitments in your respective Office Performance Commitment Reports (OPCR) and instructions from DENR management; 2) major accomplishments that should include specific means of verification (MOV); 3) legal basis for activities or instructions requiring compliance from your office; 4) list of agencies involved in the activity; and 5) innovations you have introduced to improve efficiency of operations/service delivery.

Submission of reports shall be through a Google Sheet to be provided and monitored by the PPS. Link to this file shall be communicated through your respective official email accounts. Deadline for submission shall be on the last working day of the week at 4:00 P.M.

For strict compliance.


ATTY. JONAS R. LEONES, CESO I

GUIDE IN FILLING OUT THE ACCOMPLISHMENT REPORT FORM

1. Submission of reports shall be done per office. Report from the regional offices shall include the report from the Regional Executive Director, Assistant Regional Directors, Regional Directors for EMB and for MGB who are covered by MC No. 3, series of 2022. Report from the Bureaus shall include the report from non-CESO Bureau and Assistant Bureau Director (if any). Reports from the DENR Central Office Services shall be submitted individually.
2. In filling out the form, please be guided by the following:

Column 1 – Targets

- Indicate specific targets based on commitments in your respective Office Performance Commitment Reports (OPCR) and instructions from DENR management. These shall include indicators pertaining to time, quality and quantity, if applicable.

Column 2 – Major Accomplishments

- Indicate accomplishments based on specific targets. These shall include performance measures pertaining to time, quality and quantity, if applicable.

Column 3 – Remarks

- State the importance of the activity, in relation to compliance with a particular law, rules or regulations or to the mandate of your office.

Column 4 – Collaboration

- When the particular accomplishment was undertaken in partnership with another office/agency/organization, list them down under this column. Include also any information, e.g. a MOA/partnership agreement, etc., that show the terms of engagement with said office/agency/organization.

Column 5 – Innovations

- This pertains to new methods, ideas, process modifications, tools, or similar initiatives that you have introduced to improve the operational efficiency of your office. Indicate status of proposal/project.

3. Accomplished forms will be filled out via the Google Sheets to be forwarded by the Policy and Planning Service to your official email accounts.
4. Reports must be submitted bi-monthly. Deadline for submission is on the 15th and last day of the month, at 4:00 p.m. If these fall on a weekend/holiday, submission shall be on the following working day.

BI-MONTHLY ACCOMPLISHMENT REPORT

Period covered:: _____

Office: _____

Name of Official: _____

Present Assignment/Designation: _____

TARGETS <i>(indicate specific output including indicators of timeliness, quality and quantity, if applicable)</i>	MAJOR ACCOMPLISHMENTS <i>(indicate final output, means of verification)</i>	REMARKS <i>(importance of the activity, indicate particular law being complied with)</i>	COLLABORATION <i>(agencies involved in the activity)</i>	INNOVATIONS <i>(new method, idea, process modification, tool introduced to improve operations/services)</i>