



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : **THE DIRECTORS**
Biodiversity Management Bureau
Forestry Management Bureau
Land Management Bureau
Ecosystems Research and Development Bureau
Foreign-Assisted and Special Projects Service
Human Resource Development Service
(AFFECBD-CWG and CD-CWG)

THE REGIONAL EXECUTIVE DIRECTORS
DENR-Region 1 to XIII and CAR
(RCI-TWG Members)

FROM : **THE UNDERSECRETARY**
Policy, Planning and International Affairs

SUBJECT : **INVITATION TO THE AGRICULTURE, FORESTRY,
AND FISHERIES ENTERPRISE ASSESSMENT AND
BUSINESS PLAN PREPARATION FACILITATOR'S
GUIDE CONSULTATIVE WRITESHOP: MODULES 1
AND 2**

DATE : **SEP 13 2022**

This is to refer the letter dated September 2, 2022 from Undersecretary Zamzamin L. Ampatuan, Special Concerns and Infrastructure, Department of Agriculture and Permanent Alternate Representative, DA-DAR-DENR-DILG (NCI-SRD), requesting the participation of Agriculture, Forestry and Fisheries Enterprise Cluster and Business Development (AFFECBD) Component Working Group (CWG) and Capacity Development (CD) CWG member offices to the *AFF Enterprise Assessment and Business Plan Preparation Facilitator's Guide Consultative Writeshop: Modules 1 and 2*, which will be held on September 21-23, 2022 at the DA Bureau of Soils and Water Management, Quezon City with live teleconferencing.


Please note that one (1) slot in each region is allotted for the participation of the Regional Convergence Initiative Technical Working Group (RCI-TWG) members focusing on the AFF and Capacity Development Components. For the confirmation of attendance, the online confirmation form can be accessed through the link: <https://tinyurl.com/AFFModule1Reg> on or before **September 15, 2022**. The meeting link and working documents will be provided to the confirmed participants.

In this regard, may we request your designated representative to attend the aforementioned writeshop. For queries and other concerns, please contact Mr. Justine Devela, NCI-SRD National Secretariat at telephone number 8929-4927 local 2275 or through email at ncisrd@da.gov.ph.

For information and appropriate action, please.



ATTY. JONAS R. LEONES

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|---|---|-----------------|------------------|
|  | Republic of the Philippines DA - DAR - DENR - DILG National Convergence Initiative for Sustainable Rural Development (NCI-SRD) | Reference Code: | NCI-SRD_FR_01B_3 |
| | LETTER | Control No.: | |
| | | Effective date: | October 15, 2020 |
| | | Page No.: | 1 of 2 |

2 September 2022

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 **AFF Enterprise Assessment and Business Plan Preparation Facilitator's Guide Consultative Writeshop: Modules 1 and 2 on September 21 - 23, 2022**, via live teleconferencing.

In this regard, may we request your good office to facilitate the participation of the following **Agriculture, Forestry and Fisheries Enterprise Cluster and Business Development (AFECBD) Component Working Group (CWG) and Capacity Development (CD) CWG member offices with 1 slot per office, per CWG through the confirmation form below:**

1. **Foreign-Assisted and Special Projects Service (FASPS);**
2. **Biodiversity Management Bureau (BMB);**
3. **Forestry Management Bureau (FMB);**
4. **Ecosystems Research and Development Bureau (ERDB);**
5. **Land Management Bureau (LMB); and**
6. **Human Resource Development Service (HRDS)**


Further, to facilitate the participation of the **Regional Convergence Initiative Technical Working Group (RCI TWG) members focusing on the AFF and Capacity Development components. We have allotted 1 slot in each region for the Department.**

The activity aims to revise and finalize the **AFF Enterprise Assessment and Business Plan Preparation Facilitator's Guide Modules 1 and 2. Thus, we are expecting active participation from all participants during the plenary and breakout sessions. Attached is the Provisional Program for your reference.**



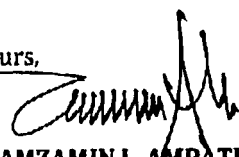
You may confirm your participation through our online confirmation form <https://tinyurl.com/AFFModule1Reg> or through the QR code on or before **15 September 2022, Thursday.** The meeting link and working documents will be provided to the confirmed participants.

For other clarifications or concerns, your staff may contact Mr. Justine Devela of the NCI-SRD National Secretariat at (632) 8929 4927 or local 2275, or email us at ncisrd@da.gov.ph.

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


We are hoping for your continued support to the NCI-SRD.

Truly yours,



ENGR. ZAMZAMIN L. AMPATUAN, CESO I

Undersecretary for Special Concerns and Infrastructure, Department of Agriculture and
 DA Permanent Alternate Representative, National Steering Committee (NSC),
 NCI-SRD

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|  | Republic of the Philippines DA - DAR - DENR - DILG National Convergence Initiative for Sustainable Rural Development (NCI-SRD) | Reference Code: | NCI-SRD_FR_006_1 |
| | PROGRAM OF ACTIVITIES | Control No.: | |
| | | Effective date: | March 31, 2020 |
| | | Page No.: | 1 of 2 |

**Agriculture, Forestry, and Fisheries Enterprise Assessment and Business Plan Preparation
Facilitator's Guide Consultative Writeshop: Modules 1 and 2**

September 21 to 23, 2022

DA Bureau of Soils and Water Management, Quezon City with live teleconferencing

PROGRAM OF ACTIVITIES

| | |
|--|--|
| Day 1, Wednesday, 21 September 2022 | |
| 8:30 am | Arrival and Registration of Participants |
| Opening Ceremonies | |
| 8:30 am – 8:45 am | Invocation and Philippine National Anthem <i>National Secretariat</i> |
| 8:45 am – 9:00 am | Opening Remarks ENGR. ZAMZAMIN L. AMPATUAN, CESO I DA Undersecretary for Special Concerns and Infrastructure, and DA Permanent Alternate Representative, National Steering Committee, NCI-SRD |
| 9:00 am – 9:15 am | Photo Opportunity |
| 9:15 am – 9:30 am | Presentation of House Rules <i>National Secretariat</i> |
| 9:30 am – 9:45 am | Rationale, Leveling of Expectations, and Mechanics <i>National Secretariat</i> |
| 9:45 am – 12:00 nn | Finalization of the Learning Content Map: Module 1 Plenary |
| 12:00 pm – 1:00 pm | Lunch |
| 1:00 pm – 1:15 pm | Energizer |
| 1:15 pm – 4:00 pm | Breakout Sessions for Module 1 <i>AFFECBD CWG and RCI TWG</i> |
| Day 2, Thursday, 22 September 2022 | |
| 8:30 am – 8:45 am | Arrival and Registration of Participants |
| 8:45 am – 9:00 am | Ice Breaker |
| 9:00 am – 9:15 am | Recap of Day 1 <i>AFFECBD CWG Member</i> |
| 9:15 am – 10:30 am | Presentation and discussion of Module 1 Plenary |
| 10:30 am – 12:00 nn | Finalization of the Learning Content Map: Module 2 Plenary |
| 12:00 pm – 1:00 pm | Lunch |
| 1:00 pm – 1:15 pm | Energizer |
| 1:15 pm – 4:00 pm | Breakout Sessions for Module 2 |



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.:

PROGRAM OF ACTIVITIES

Effective date: March 31, 2020

Page No.: 2 of 2

AFFECBD CWG and RCI TWG

Day 3, Friday, 23 September 2022

8:30 am - 8:45 am Arrival and Registration of Participants

8:45 am - 9:00 am Ice Breaker

9:00 am - 9:15 am Recap of Day 2
AFFECBD CWG Member

9:15 am - 12:00 nn Presentation and discussion of Module 2
Plenary

Closing Ceremonies

1:00 pm - 1:15 pm Ways Forward
National Secretariat

1:15 pm - 1:30 pm Closing Remarks
JUNIBERT DE SAGUN
Deputy Director, DA Agribusiness and Marketing Assistance Service and
AFFECBD CWG Chairperson

1:30 pm - 1:45 pm Answering of Activity Feedback Form
National Secretariat