



**Republic of the Philippines**  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 · (632) 929-62-52  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

## MEMORANDUM

FOR/TO: Director, Legal Affairs Service (Vice- Chairperson, PTWG)  
Assistant Director, Biodiversity Management Bureau  
Assistant Director, Ecosystems Research and Development Bureau  
Assistant Director, Environmental Management Bureau  
Assistant Director, Forest Management Bureau  
Assistant Director, Land Management Bureau  
Assistant Director, Mines and Geosciences Bureau  
Representative, Office of the Head Executive Assistant  
Representative, Office of the Supervising Undersecretary for Strategic Communications and Chief of Staff  
Representative, Office of the Undersecretary for Legal and Administration  
Representative, Office of the Undersecretary for Finance, Information Systems and Climate Change  
Representative, Office of the Undersecretary Policy, Planning and International Affairs  
Representative, Office of the Undersecretary for Field Operations (FO) - Luzon, Visayas and Environment  
Representative, Office of the Undersecretary for FO - Mindanao  
Representative, Office of the Undersecretary for Organizational Transformation and Human Resources  
Representative, Office of the Undersecretary for Special Concerns and Legislative Affairs  
Representative, Office of the Undersecretary for Integrated Environmental Science  
Representative, Office of the Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects  
Representative, Office of the Assistant Secretary for Enforcement, Solid Waste Management and Local Government Units Concerns  
Representative, Office of the Assistant Secretary for Legal Affairs  
Representative, Office of the Assistant Secretary for FO - Luzon and Visayas  
Representative, Office of the Assistant Secretary for FO - Eastern Mindanao  
Representative, Office of the Assistant Secretary for FO - Western Mindanao  
Representative, Office of the Assistant Secretary for Finance, Information Systems and Mining Concerns  
Representative, Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives  
Representative, Office of the Assistant Secretary, Office of the Undersecretary for Integrated Environmental Science  
Representative, Legal Affairs Services  
Representative, Climate Change Service  
Representative, Strategic Communication and Initiatives Service  
Representative, Financial Management Service  
Representative, Internal Audit Service  
Representative, Foreign-Assisted and Special Projects Service  
Representative, River Basin Control Office

Representative, Legislative Liaison Office  
Chief, PPS- Policy Studies Division  
Technical Staff, PPS-Planning and Programming Division  
Technical Staff , PPS- Policy Studies Division

FROM : The Chairperson, and OIC Director Policy and Planning Service  
SUBJECT : **HIGHLIGHTS OF PTWG MEETING NO. 2023-03 HELD ON  
MARCH 29, 2023 | 9:00 AM**  
DATE : **12 APR 2023**

---

We are furnishing herewith the highlights of the above-cited meeting regarding the Draft DAO Re: Guidelines in the Conduct of Inventory, Assessment and Reconciliation of Records of Graduated National Greening Program (NGP) Plantations

FOR INFORMATION.

  
**CHERYL LOISE T. LEAL**



**Republic of the Philippines**  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 · (632) 929-62-52  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**PTWG No. 2023-03**  
**AGREEMENTS/ WAYS FORWARD**  
March 29, 2023, (9:00 AM to 5:00 PM)

**Attendees:**

1. Dir. Cheryl Loise T. Leal – PPS
  2. Dir. Angelito Fontanilla – FMS
  3. Dir. Vicente Tuddao, Jr. – IAS
  4. Dir. Norlito Eneran – LAS
  5. Asst. Dir. Butch Marquez – ERDB
  6. Asst. Dir. Edna Nuestro – FMB
  7. For. Ma. Teresa Aquino – FMB
  8. For. Raul Briz – FMB
  9. For. Kenneth Tabliga – FMB
  10. For. Percival Cardona – FMB
  11. For. Ray Thomas Kabigting- FMB
  12. For. Azisah Perez – FMB
  13. For. Angelo Cris Vispo - FMB
  14. For. Claudett Endozo- FMB
  15. For. Jinia Yaneza- FMB
  16. Ms. Winnievir Balilia – BMB
  17. Mr. Ross Ian Avino – EMB
  18. Mr. Rovidel Espiritu – ERDB
  19. Mr. Simon Sarmiento – ERDB
  20. Mr. Eugene Paranaque – ERDB
  21. Ms. Ma. Lourdes Reyes – ERDB
  22. Engr. Ted Sandoval – MGB
  23. Engr. Marcial Mateo – MGB
  24. Ms. Nicole Ortega – LMB
  25. Ms. Lolita Presbitero – OULA
  26. Ms. Charisse Toledo – OUFISCC
  27. Ms. Analyn Domingo – OUFOM
  28. Ms. Rose Ann Escudero – OUIES
  29. Ms. Agatha Bedi – OUIES
  30. Ms. Maria Magnolia Danganan – OUPPIA
  31. For. Jeremy Rola – OUPPIA
  32. For. Kryshlaine Raquel – OAPPFASP
  33. Dr. Josefina Ocampo – OASFO LV
  34. For. Adeluisa Siapno – OASLA
  35. Mr. Allan Kliene Ligaya – OASFISCMC
  36. Engr. Ernestina Jose –SCIS
  37. Ms. Agatha Diane Zepeda – SCIS
  38. Mr. Christian Libang – RBCO
  39. Ms. Diña Nilosa- FMS
  40. Mr. Jan Francis Castro – FMS
  41. Ms. Diana Angela Dupo – FMS
  42. Mr. John Paul Haylo – IAS
  43. Mr. Laurence Papina – IAS
  44. Ms. Kamille Victoria Ordoveza- IAS
  45. For. Jake Lorenz Aldovino – IAS
  46. Mr. Thom Cedrick Fernando – IAS
  47. For. Llarina S. Mojica – PPS PSD
- Secretariat (PPS-PSD)
48. For. Amisol Talania
  49. For. Hazel Jasmine Chua
  50. Ms. Mary Lou Retos
  51. Ms. Zayrelle Suello
  52. For. Emma Liwliwa Baradi Medina
  53. Ms. Anna Michelle Lim
  54. Ms. Nim Hyde Eusebio
  55. Mr. Nehemiah Carlo Salvador
  56. Ms. Maria Theresa Enriquez
  58. Ms. Hilaria Magculang

SECTIONS	Comments/ Agreements/ Ways Forward
<p><b>Title: Guidelines in the Conduct of Inventory and Assessment of Graduated National Greening Program (NGP) Plantations by Third- Party</b></p>	<ul style="list-style-type: none"> <li>• Use the word “graduated” as it is term already used at the DENR Field Offices. Considerations of providing details of the use of word under the section of Definition of Terms.</li> <li>• The title of the draft DAO was <b>adopted</b> and <b>seconded</b>.</li> </ul>
<p><b>Preambular Statement</b></p>	<ul style="list-style-type: none"> <li>• Organized the enumeration of laws from PD, Executive Order (EO), and Republic Act (RA).</li> <li>• Paraphrase the last sentence into “the guidelines governing the conduct of inventory and assessment of Graduated National Greening Program (NGP) Plantations by a third-party evaluator are as follows:”</li> <li>• Considering the changes made as per inputs of the PTWG members, the provisions on the preambular statement were <b>adopted</b> and <b>seconded</b>.</li> </ul>
<p><b>SECTION 1. Basic Policy</b></p>	<p>Having no comment from the PTWG, the Basic Policy was <b>adopted</b>.</p>
<p><b>SECTION 2. Scope</b></p>	<ul style="list-style-type: none"> <li>• Insert “<i>funded under the General Appropriations Act</i>” after the phrase plantation sites.</li> <li>• Considering the changes made as per inputs of the PTWG members, the provisions under the section of scope was <b>adopted</b> and <b>seconded</b>.</li> </ul>
<p><b>SECTION 3. Objectives</b></p>	<ul style="list-style-type: none"> <li>• Change the word “initial impact” to “<i>performance of</i>”, referring to the suggestion of measuring its output up to the level of 85% survival rate;</li> <li>• Change wordings from “Specifically, it aims” to “<i>Specifically, to</i>”, following corrections on the enumerated objectives, deleting “to” at the beginning of each objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>• On item 2, it is suggested, changing “of improvement” to “<i>the effect of NGP</i>”.</li> <li>• Considering the changes made as per inputs of the PTWG members, the provisions under objectives were <b>adopted and seconded</b>.</li> </ul>
<b>SECTION 4. Definition of Terms</b>	
1. Graduated NGP Plantations	<ul style="list-style-type: none"> <li>• The definition adopted was “<i>refers to at least three (3) years old project sites established, and physically completed under the NGP and ENGP as reported by the DENR Field Offices</i>”.</li> <li>• After lengthy discussions and the changes made as per recommendations of the PTWG members, the definition of Graduated NGP Plantations is hereby <b>adopted and seconded</b>.</li> </ul>
2. Third- Party- Evaluator	<ul style="list-style-type: none"> <li>• To establish the qualifications for the Third-Party-Evaluators, the definition was preferred to be written as “<i>any juridical person ( ) with technical capability and engaged in environment or forestry advocacies as registered in any appropriate government institutions.</i>”</li> <li>• In consideration with the recommendations of the members, the definition of third-party-evaluators was hereby adopted and seconded, <b>with the condition of supplying the layman’s definition for the juridical person.</b></li> </ul>
3. Key Informant	As an additional term, “ <i>stakeholders that are in-situ and direct beneficiaries of NGP</i> ” was <b>adopted</b> to be the definition of Key Informant.

<p><b>Section 5. Conduct of Inventory and Assessment of Graduated National Greening Program (NGP) Plantations by Third-Party Evaluators</b></p>	<ul style="list-style-type: none"> <li>• The title of the section was suggested to be “<i>Qualifications of Third-Party Evaluators</i>”, as the content of the paragraphs refers thereto”.</li> <li>• The opening paragraph, “<i>Third-Party evaluators xxxx</i>” was moved to the section regarding <i>Mode of Engagement</i>.</li> <li>• Only subsections 5.1 and 5.2 were retained and subsumed as part of Section 5.</li> <li>• On the paragraph of Qualified third-party evaluators, change the phrase “be limited to” to “<i>include but not limited to</i>” in order to provide flexibility for entities who would like to express their interest to join the project.</li> <li>• Add “<i>with technical capabilities</i>” after the phrase civil society organizations.</li> <li>• On the eligibility criteria, the following changes were suggested: <ul style="list-style-type: none"> <li>- Change the word rendering to “<i>procurement of</i>” and three (3) years to <i>ten (10)</i> years, in consideration with the COVID pandemic time from which there are no activities undertaken due to some restrictions;</li> <li>- On the enumeration of the required expertise, on item 3. It is recommended inserting “<i>impact assessment study</i>” as this is included in the objectives that is targeted to be achieved.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• On the closing paragraph of section 5, delete the first sentence and add paraphrase the second sentence to “<i>The Third-party has no record of past contract engagement with DENR that was not completed and outputs not delivered.</i>”</li> <li>• Considering the comments and suggestions of the members, the provisions for the Qualifications of Third-Party Evaluators were hereby <b>adopted</b> and <b>seconded</b>.</li> </ul>


<p><b>SECTION 6. Responsibilities of the third-party evaluator</b></p>	<ul style="list-style-type: none"> <li>• Subsection 6.1.1 on the determination of sampling size and 6.1.2. Random Sampling shall form part of the Annexes.</li> <li>• <b>Dir. Vicente B. Tuddao, Jr., OIC Director of the Internal Audit Service was requested by FMB to submit their comments regarding the recommended 30% sampling intensity.</b></li> <li>• <b>FMB to schedule a small group meeting together with KISS, FMB Statistics Section to discuss the sampling methods.</b></li> </ul>
<p><b>SECTION 7. Mode of Engagement</b></p>	<ul style="list-style-type: none"> <li>• <b>Provide the provisions regarding the procurement of service/contract at the level of Regional Offices and at the PENR Office (transfer of funds). Refer to the Manual of Administrative Matters.</b></li> <li>• Insert the provisions from the original formulation of section 5, and delete the first sentence. This shall be read as <i>"The third-party evaluator shall conduct field inventory of sample sites, conduct key-informant interviews and gather key lessons related to the graduated NGP plantations."</i></li> </ul>
<p><b>SECTION 8. Contract Cost and Schedule of Payment</b></p>	<ul style="list-style-type: none"> <li>• It was recommended deleting the cost estimates of Php4500 per hectare for the conduct of the activity. Hence, such amount <i>"shall be recommended by the Director of FMB and approved by the Supervising Undersecretary and shall be included in the Work and Financial Plan"</i>.</li> <li>• The payment schedule shall be reflected only in the Terms of Reference.</li> <li>• Delete Schedule of Payment in the Title.</li> <li>• In consideration with the recommendations of the members, the section on Contract Cost is hereby <b>adopted and seconded.</b></li> </ul>

<p><b>Terms of Reference</b></p>	<ul style="list-style-type: none"> <li>● <b>On Section V, the Mode of Payments-First Payment, clarify the 40% less the 10% mobilization computation. Revisit the unit cost, if needed.</b></li> <li>● On Section VII, the experience should be ten (10) years.</li> <li>● Delete the sentence regarding two similar contracts.</li> <li>● On Section VIII, revisit the unit cost if needed.</li> </ul>
<p><b>Ways Forward</b></p>	<ol style="list-style-type: none"> <li>1. Dir. Vicente B. Tuddao, Jr., OIC Director of the Internal Audit Service was requested by FMB to submit their comments regarding the recommended 30% sampling intensity;</li> <li>2. FMB to schedule a small group meeting together with KISS, FMB Statistics Section to discuss the sampling methods; and</li> <li>3. Schedule another round of PTWG Session to finalize the draft DAO.</li> </ol>

Without other matters to be discussed, the PTWG meeting was adjourned at exactly 5:00 PM.

Prepared by the Secretariat

Noted by:

  
**CHERYL LOISE T. LEAL**  
 OIC Director, Policy and Planning Service