



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

**FOR** : All Undersecretaries  
All Assistant Secretaries  
All Bureau Directors  
All Regional Executive Directors  
Heads of Attached Agencies (NAMRIA, NWRB, PCSDS)  
All Service Directors  
All Executive Directors (RBCO, MBCO, PRCMO,  
Task Force Tayo ang Kalikasan,)  
Director, Legislative Liaison Office  
National Coordinator, DENR-CARP

**FROM** : The OIC Director for Policy and Planning Service

**SUBJECT** : **SUBMISSION OF ACCOMPLISHMENT REPORTS FOR  
CY 2023 AND ONWARDS**

**DATE** : **JAN 18 2023**

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This refers to the submission of monthly accomplishment reports of all Delivery Units (DUs) to the Program Monitoring and Evaluation Division-Policy and Planning Service (PMED-PPS).

Please take note of the following changes in the submission of accomplishment reports:

1. The submission of hard copy of monthly accomplishment reports to PPS every 5<sup>th</sup> day of ensuing month is deferred.

However, the PMED-PPS shall still continue the monthly monitoring of the progress of key program/project indicators in order to ensure that the data/information needed by the management are readily available.

2. The submission of progress reports by the DUs shall be made thru online reporting system (ORS) which is currently being developed by the PMED-PPS, pending the full operation of the Plans and Policy Information System (PAPIS). The ORS is expected to be completed before the end of January 2023.
3. The progress reports to be submitted online shall only contain the accomplishments on selected key indicators to be required by the ORS on a

monthly basis. A separate Memorandum shall be issued regarding the use and access of ORS.

4. All DUs shall submit to PMED-PPS the hard copies of their accomplishment reports on a quarterly basis, strictly following the set deadline, i.e. every April 10, July 10, October 10, and January 10 of ensuing year, using the attached prescribed Form 1.

Please ensure that the Form 1 is completely filled-out and the activities, physical and financial targets including schedules, reflected in the form are in accordance with the approved Work and Financial Plan (WFP) of the Office. Also, please provide under the "Remarks Column" the justifications for those activities with deviations, i.e. attaining an accomplishment rate of below 100% and over 130%.

Non-compliance with the standards in accomplishing Form 1 may affect your Office Performance Commitment Review (OPCR) ratings.

5. In addition to Form 1, the report shall contain an evaluation which discusses the contribution of the accomplishments to the desired outcomes of the sector or Region, e.g. contribution to the increase in forest cover, reduction in the number of hotspot municipalities, increase in waste diversion rate, and attainment of air and water quality standards, among others.

For your information and appropriate action, please.



MELINDA C. CAPISTRANO

**PHYSICAL AND FINANCIAL PERFORMANCE FOR CY 2023**

for the \_\_\_ Quarter of \_\_\_\_\_

Form 1

Office: \_\_\_\_\_

**Regions**

| Programs/Activities/Projects<br>(P/A/Ps)<br><br>1 | PERFORMANCE<br>INDICATORS<br><br>2 | OFFICE<br><br>3   | PHYSICAL PERFORMANCE |         |                |         |            |        | Expense Class<br><br>(Capital Outlay,<br>MOOE,PS)<br><br>10 | FINANCIAL PERFORMANCE |                  |                  |                  |         |                                 |                  |                   | REMARKS/Justifications<br>for those activities with<br>minor deviation-70%-99%<br>major deviation-below 70%<br>over accomplishment- >130%<br><br>19 |
|---|------------------------------------|---|----------------------|---------|----------------|---------|------------|--------|---|-----------------------|------------------|------------------|------------------|---------|---------------------------------|------------------|-------------------|---|
|   |                                    |   | Target               |         | Accomplishment |         | % Accompl. |        |   | Allotment             | Obligation       |                  | Disbursement     |         | % Budget Utilization Rate (BUR) |                  |                   |   |
|   |                                    |   | Annual               | To Date | This Quarter   | To Date | To Date    | Annual |   |                       | This Quarter     | To Date          | This Quarter     | To Date | (Oblig/Allot)* 100              | (Disb/Allot)*100 | (Disb/Oblig)* 100 |   |
| 4   | 5                                  | 6   | 7                    | 8= 7/5  | 9= 7/4         | 11      | 12         | 13     | 14  | 15                    | 16 = (13/11)*100 | 17 = (15/11)*100 | 18 = (15/13)*100 |         |                                 |                  |                   |   |
|   | Indicator 1                        | Region<br>Regional Office<br>PENRO 1<br>CENRO 1<br>CENRO 2<br>PENRO 2<br>CENRO 1<br>CENRO 2 |                      |         |                |         |            |        |   |                       |                  |                  |                  |         |                                 |                  |                   |   |

Prepared by:

Approved:

\_\_\_\_\_  
Head of Office

**PHYSICAL AND FINANCIAL PERFORMANCE FOR CY 2023**  
for the \_\_\_\_ Quarter of \_\_\_\_

Form 1

Office: \_\_\_\_\_

DENR-Central Office Units, Bureaus, Attached Agencies

| Programs/Activities/Projects<br>(P/A/Ps) | PERFORMANCE<br>INDICATORS | PHYSICAL PERFORMANCE |         |                |         |            |        | Expense Class<br>(Capital Outlay,<br>MOOE,PS) | Allotment | FINANCIAL PERFORMANCE |         |              |         |                                 |                  |                   | REMARKS/Justifications<br>for those activities with<br>minor deviation-70%-99%<br>major deviation-below 70%<br>over accomplishment- >130% |
|--|---------------------------|----------------------|---------|----------------|---------|------------|--------|---|-----------|-----------------------|---------|--------------|---------|---------------------------------|------------------|-------------------|---|
|  |                           | Target               |         | Accomplishment |         | % Accompl. |        |   |           | Obligation            |         | Disbursement |         | % Budget Utilization Rate (BUR) |                  |                   |   |
|  |                           | Annual               | To Date | This Quarter   | To Date | To Date    | Annual |   |           | This Quarter          | To Date | This Quarter | To Date | (Oblig/Allot)* 100              | (Disb/Allot)*100 | (Disb/Oblig)* 100 |   |
| 1  | 2                         | 3                    | 4       | 5              | 6       | 7= 6/4     | 8= 6/3 | 9   | 10        | 11                    | 12      | 13           | 14      | 15 = (12/10)*100                | 16 = (14/10)*100 | 17 = (14/12)*100  | 18  |
|  |                           |                      |         |                |         |            |        |   |           |                       |         |              |         |                                 |                  |                   |   |

Prepared by:

Approved:

\_\_\_\_\_  
Head of Office