



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)  
OUPPIA Tel. No. 928-1186 and 928-1195 email address: [ouppia@denr.gov.ph](mailto:ouppia@denr.gov.ph)  
Voice-Over-Internet-Protocol (VOIP) Trunkline (632)7553330 local 1068

**MEMORANDUM**

TO : **The Regional Executive Directors**  
DENR Regions CAR, 1-13

**The Bureau Directors**  
ERDB, FMB, BMB, LMB

**The OIC Director, PPS**  
**The Director, KISS**  
**The Director, SCIS**

**Representative, OUPPIA**

FROM : **The Undersecretary**  
Policy and Planning and International Affairs

SUBJECT : **NCI-SRD MIS INITIAL ENHANCEMENT WORKSHOP**  
**ON OCTOBER 4-6, 2023 IN QUEZON CITY**

DATE : **AUG 29 2023**

May we respectfully refer the email sent by NCI-SRD Secretariat, requesting physical and virtual participation to the NCI-SRD MIS Initial Enhancement Workshop rescheduled on October 4-6, 2023 in Quezon City.

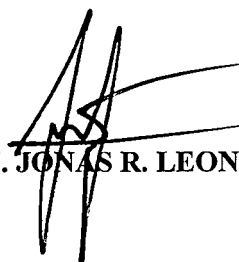
In view of this, kindly participate in this activity as member of the NCI-SRD NTWG and KM CWG:

<b>Physical Participation</b>	<b>No. of slots</b>
PPS, OUPPIA	2
ERDB, FMB, BMB, LMB, KISS, SCIS (1 per office)	6
<b>Virtual Participation</b>	
DENR Regional Convergence Initiative Technical Working Group (1 per region)	15

The activity proper shall run for three days, and onsite participants are encouraged to bring their own laptops/tablets/or mobile phones with personal internet connectivity. For confirmation, kindly accomplish the online Confirmation Form <https://bit.ly/MISInitialEnhancement> on or before September 27, 2023.

For questions and clarifications, please call NCI-SRD National Secretariat c/o Ms. Justine Devela thru telephone number 89288741 to 64 local 2275 or via email at [ncisrd@da.gov.ph](mailto:ncisrd@da.gov.ph).

For your preferential attention and appropriate action, please.

  
ATTY. JONAS R. LEONES



**LETTER**

Reference Code:	NCI-SRD_FR_029_3
Reference No.:	NCI-AD-8-2023 425
Page No.:	3 of 6

8 August 2023

**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 refers to the rescheduling of the **Management Information System (MIS) Initial Enhancement Workshop** which shall be held on **October 4-6, 2023 in Quezon City with live teleconferencing**. The activity aims to evaluate and enhance the existing MIS for better report generation. Attached is the Provisional Program for your reference.

In this regard, we would like to request your good office to facilitate the attendance of the following offices in the activity:

<b>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)</b>	
<b>Participants</b>	<b>No. of Pax</b>
<b>National Level (Onsite only)</b>	
National Technical Working Group (NTWG)	1
1. Policy and Planning Service (PPS) – Director Cheryl Loise Leal	
Knowledge Management Component Working Group (KM CWG) Members	6
1. Ecosystems Research and Development Bureau (ERDB)	
2. Forestry Management Bureau (FMB)	
3. Biodiversity Management Bureau (BMB)	
4. Land Management Bureau (LMB)	
5. Knowledge and Information Systems Service (KISS)	
6. Strategic Communication and Information Service (SCIS)	
<b>Sub-Total</b>	<b>7</b>
<b>Regional Level (Virtual Only)</b>	
RCI TWG Focal Person/Member/Secretariat (1 per region)	15
<b>Sub-Total</b>	<b>15</b>

The activity proper shall run for three days and participants are highly encouraged to bring their own laptops/tablets and/or mobile phones with personal internet connectivity so that they can access the working document uploaded in Google Drive during the writeshop.



Participants are required to **reconfirm their participation through our online confirmation form via <https://bit.ly/MISInitialEnhancement> on or before Wednesday, 27 September 2023**. The venue for the said activity is still being finalized and shall be communicated by the National Secretariat to the confirmed participants.



Republic of the Philippines  
DA - DAR - DENR - DILG

**National Convergence Initiative for Sustainable Rural  
Development (NCI-SRD)**

**LETTER**

Reference Code:	NCI-SRD_FR_029_3
Reference No.:	
Page No.:	4 of 6

For further clarifications and other concerns, your staff may contact Ms. Justine Devela of the NCI-SRD National Secretariat at tel. nos. (632) 8928 8741 to 64 local 2275 or (632) 8681 7308 or email us at [ncisrd@da.gov.ph](mailto:ncisrd@da.gov.ph).

Thank you for your continuous support to the NCI-SRD.

Yours truly,

**ENGR. ZAMZAMIN L. AMPATUAN, CESO I**  
DA Undersecretary for Special Concerns and Infrastructure *and*  
DA Permanent Alternate Representative, National Steering Committee (NSC)  
NCI-SRD



**PROGRAM OF ACTIVITIES**

Reference Code:	NCI-SRD_FR_006_3
Reference No.:	
Page No.:	1 of 1

**Management Information System Initial Enhancement Workshop  
 October 4-6, 2023  
 Quezon City with live teleconferencing**

<b>Day 1: Wednesday, October 4, 2023</b>	
8:00 am - 8:30 am	Registration of Participants <i>National Secretariat</i>
8:30 am - 8:40 am	Invocation and Philippine National Anthem <i>National Secretariat</i>
8:40 am - 8:50 am	Acknowledgement of Participants <i>National Secretariat</i>
8:50 am - 9:00 am	Welcome Remarks  <b>ARNEL V. DE MESA, CESO III</b> <i>DA Assistant Secretary for Operations and National Focal Person, NCI-SRD</i>
9:00 am - 9:10 am	Photo Opportunity
9:10 am - 9:30 am	Presentation of House Rules <i>National Secretariat</i>
9:30 am - 9:45 am	Rationale and Leveling of Expectations, and Mechanics of the Workshop <i>National Secretariat</i>
9:45 am - 12:00 nn	MIS Presentation <i>DA ICTS</i>
12:00 nn - 1:00 pm	Lunch
1:00 pm - 1:15 pm	Energizer <i>National Secretariat</i>
1:15 pm - 4:00 pm	MIS Workshop 1 <i>National Secretariat</i>
<b>Day 2: Thursday, October 5, 2023</b>	
8:00 am - 8:15 am	Ice Breaker <i>National Secretariat</i>

8:15 am - 8:30 am	Recap of Day 1 and Summary of Agreements
8:30 am - 12:00 nn	Continuation of MIS Workshop 1 <i>National Secretariat</i>
12:00 nn - 1:00 pm	Lunch
1:15 pm - 1:30 pm	Energizer <i>National Secretariat</i>
1:15 pm - 4:00 pm	MIS Evaluation <i>National Secretariat</i>
<b>Day 3: Friday, October 6, 2023</b>	
8:00 am - 8:15 am	Ice Breaker <i>National Secretariat</i>
8:15 am - 8:30 am	Recap of Day 2 and Summary of Agreements <i>National Secretariat</i>
8:30 am - 8:45 am	Synthesis <i>National Secretariat</i>
8:45 am - 9:00 am	Ways Forward <i>National Secretariat</i>
	Closing Remarks
9:00 am - 9:15 am	<b>CLEON LESTER CHAVEZ</b> Director, Public Assistance and Media Relations Service, DAR and Chairperson, KM CWG
9:15 am - 10:00 am	Distribution of Certificates and Answering of Activity Feedback Form
10:00 am onwards	Departure of Participants and Meeting between DA ICTS and National Secretariat