



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

DEC 23 1991

SPECIAL ORDER  
No. 1226  
Series of 1991

**SUBJECT: Authorizing the Low-Income Upland Communities Project (LIUCP) to Conduct a Workshop to Review its Current Reporting System and to Consolidate its Work and Financial Plan**

1. In the interest of the service and in order to streamline the reporting procedures of the project in accordance with existing DENR monitoring and evaluation guidelines, the Project is hereby authorized to hold a Workshop to review current reporting system.
2. The workshop will be held from January 8-9, 1992 at the PPMO sub-office in San Jose, Occidental Mindoro to be administered by the Project.
3. At the end of the workshop, the participants shall have developed an improved reporting system and consolidated a work and financial plan for 1992.
4. The workshop will be attended by:

**Management Group**

Leila M. Peralta	-	DIC, Project Director
Rafael E. Camat, Jr.	-	Project Manager Oriental Mindoro
Nicanor F. Sapla	-	Project Manager Occidental Mindoro
Luis P. Eleazar	-	Local Consultant
Antonio A. Abad, III	-	Local Consultant
Edgardo L. Tan	-	Local Consultant
Phillip B. Obieta	-	FASPO
Noli Revistir	-	FASPO

**Participants**

National Project Office	-	Eduardo Araral, Jr.
	-	Robert Kagaoan
	-	Ramon Alcantara
	-	Vicente Javier, Jr.
PPMO Oriental Mindoro	-	Zoraydah Gonzales
	-	Aimee Mendoza
	-	Emily Galarosa
PPMO Occidental Mindoro	-	Josefina Tacmo
	-	Jelly Dayandayan

Watershed Management Unit - Six (6) Watershed Managers or Representatives  
- Six (6) Liaison Officers or Planning Officers  
ADB Technical Assistance - Dra. Violeta Saguin  
- Teodoro Abilay

4. Expenses which cover board and lodging, transportation/travel, and supplies and materials to be incurred shall be chargeable against Project funds subject to the usual accounting and auditing rules and regulations.
5. This Order takes effect immediately and only for the purpose and duration herein specified.



VICTOR O. RAMOS  
Undersecretary for Field  
Operations and Alternate  
Chairman, National Project Steering  
Committee

# Workshop Regarding the LIUCP Reporting System and Work and Financial Plans

## I. GENERAL DESIGN

### A. Outputs

1. To come up with an improved reporting system for LIUCP
2. To come up with a consolidated work and financial plan for 1992

### B. Specific Objectives

#### o Reporting System

1. To present an overview of reporting system and report requirements of oversight agencies
2. Review of current reporting system
  - Format
  - Procedures
3. Identify the activities of each Project component
4. Consolidate reporting analyses with the aim of formulating/revising a new reporting guidelines

#### o 1992 Work Plans

5. Determine the physical inputs of the Project (targets) to the SMUs with reference to the requirements of the community contained in the SEDP, the capability of the community to undertake the activities and other factors that may impede implementation of these inputs

### C. Participants

Please refer to attached Special Order

D. Venue and Schedule

PPMO Sub-Office, San Jose, Occidental Mindoro, January 8-10, 1991

E. Mechanics

1. The Workshop will be divided into two parts:

Part I: Workshop on Reporting System

Part II: Workshop on the Work and Financial Plans for 1992

2. A moderator will be assigned at each workgroup

II. DETAIL OF SCHEDULED ACTIVITIES

	8 WEDNESDAY	9 THURSDAY	10 FRIDAY
8-9	Arrival/Registration	Plenary Session/Presentation of Group Outputs	Departure
9-10	Workshop Overview		
10-11	Review of	Coffee Break	
11-12	Reporting System	Discussion on Workplan	
12-1	LUNCH	LUNCH	
1-2	Continuation	Group Work	
2-3			
3-4	Coffee Break		
4-5	Group Work		
5-6			
6-7		Wrap-up	
7-8	DINNER	DINNER	
8-9			

III. ESTIMATED WORKSHOP BUDGET

Food and Accomodation

₱275/day x 30 pax x 2 = ₱16,500

Contingencies

500  
₱17,000  
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