MEMORANDUM FOR THE SECRETARY

THROUGH	:	**THE UNDERSECRETARY** Administration, Finance, Human Resource and Information Systems Legal and Anti-Corruption
FROM	:	**THE OIC ASSISTANT SECRETARY** Financial Management and Information Systems
SUBJECT	:	**TRAINING ON BASIC AND ADVANCE STATISTICAL ANALYSIS IN SUPPORT OF THE DEVELOPMENT OF THE DENR DATA PORTAL AND DENR CONTROL MAP AND MONITORING OF THE IMPLEMENTATION OF THE SUSTAINABLE DEVELOPMENT GOALS**

This refers to the establishment and use of the DENR Data Portal and the DENR Control Map involving the field offices, bureaus and attached agencies. The DENR Data Portal is visualization and analysis tool that will include knowledge-based decision support system. It is an integrated information system that combines queries, table and chart generation, and map visualization to monitor priority programs of the department using real-time accomplishment reports. It is also a compilation and integration of the department's real-time data, historical time-series data, and geo-spatial information that will be used in evidence-based decision making. The DENR Control Map is an integrated map of the country's environment and natural resources that shall be used for evidence-based planning and decision making in the Department. Once deployed, these will form part of the operations center that the Secretary is planning to establish.

The establishment and preparation of the DENR Data Portal and DENR Control Map at all levels of DENR particularly at the field offices shall be supported by training and capacity building. This is to ensure that personnel tasked to prepare and maintain the DENR Data Portal are well equipped and properly trained in basic and advance statistical analysis. The Secretary has recently approved the training for basic and advance mapping to be undertaken by NAMRIA.

Further, the Knowledge and Information Systems Service (KISS) is mandated to manage the Department-wide database of vital information concerning the management of environment and natural resources and convert the same into knowledge products. The knowledge products include the integration of the statistical and geospatial data.

Likewise, the administrative data can be used in the monitoring of the implementation of the Sustainable Development Goals (SDGs) by converting these data into relevant statistics through statistical analysis. Hence, the need to provide the training on basic and advance statistical analysis to personnel from the central office, bureaus, attached agencies, field offices (regional offices, PENROs and CENROs), as well as EMB and MGB regional offices and the research centers.

The training on basic and advance statistical analysis was proposed for a maximum of 795 participants from the central office, bureaus, attached agencies and field offices, including the MGB and EMB regional offices and ERDB research centers. The training will be conducted by the Philippine Statistical Research and Training Institute (PSRTI), a government agency attached to the National Economic and Development Authority (NEDA). The training cost of Sixty Million Pesos (Php60,000,000.00) will cover payment of expenses for the development/customization of the course to the needs of the DENR, venue, supplies, full board accommodation of participants, honoraria of the resource person/laboratory assistant and training personnel, conduct/management of the training and training fees to PSRTI regular training courses. The participants to regular PSRTI training course includes a maximum of 10 DENR personnel (per course) who were not part of the customized training.

In this regard, may we respectfully submit the following for your consideration/approval:

1. Purchase Request in the amount of Sixty Million Pesos (60,000,000.00); and

2. Memorandum of Agreement by and between the Department of Environment and Natural Resources and the Philippine Statistical Research and Training Institute.

BRESILDA M. GERVACIO

Department of Environment and Natural Resources
PURCHASE REQUEST

Department/Division: DENR

Section: KISS-SDRMD

PR No. _____

D a t e: _____

ITEM DESCRIPTION	MODEL	UNIT	QUANTITY	ESTIMATED COST
Training on Basic and Advance Statistical Analysis		lot	1	₱ 60,000,000.00
X X X X NOTHING FOLLOWS X X X X				
Charged to: _a·02·a_ _pendy_				
				₱60,000,000.00

Purpose/Specification: _Training on Basic and Advance Mapping of Seven Hundred Ninety Five(795) personnel from the central office, bureaus, attached agencies, field offices (regional offices, PENROs and CENROs, and the ERDB research centers), EMB and MGB regional offices_

REMARKS:

Requested by: **BRESILDA M. GERVACIO**
Assistant Secretary for Financial
Management and Information Systems

Approved by: _____   **ROY A. CIMATU**
Secretary

TERMS OF REFERENCE

Project Title : **TRAINING ON BASIC AND ADVANCE STATISTICAL ANALYSIS for DENR Personnel**

I. INTRODUCTION

The Knowledge and Information Systems Service (KISS) through the Statistics and Data Resource Management Division (SDRMD) is mandated to manage the Department-wide database of vital information concerning the management of environment and natural resources and convert the same into knowledge products. Likewise, the Division is mandated to integrate statistical and geospatial data.

The DENR recognizes the importance of statistics in evidence-based policy and decision-making as well as in the conversion of the vital information on environment and natural resources into knowledge products. The DENR also recognize the integration of statistical and geospatial data and its importance in the analysis the integrated information.

In line with this, DENR intends to strengthen the capacity the statisticians and planning officers who are mandated to collect administrative data and subject the same to statistical analysis as well as integrate the statistical and geospatial data with the knowledge and expertise in basic and advance statistical analysis. The targeted personnel are from the central office, bureaus, attached agencies, field offices (regional offices, Provincial Environment and Natural Resources Office (PENRO) and Community and Environment and natural Resources Office (CENRO), Ecosystems Research and Development Bureau (ERDB) research centers, including the Mines and Geosciences Bureaus (MGB) and Environmental Management Bureau (EMB) regional offices.

II. OBJECTIVE

To provide technical assistance in developing the capability of DENR personnel from central office, Regional, PENR, CENR offices, bureaus and attached agencies in basic and advance statistical analysis for evidence-based policy and decision making.

III. SCOPE AND DURATION

The proposed training will involve Seven Hundred Ninety-Five (795) personnel from the central office, bureaus, attached agencies, field offices (regional offices, PENROs and CENROs, ERDB research centers), EMB and MGB regional offices.

The duration of the training shall be in accordance with the plan to be determined by the Knowledge and Information Systems Service through the Statistics and Data Resource Management Division and the training entity.

The project will cover the following major activities and responsibilities:
1. Organization of project team/activities;
2. Assessment of coach's competency;
3. Discussion of responsibilities and activities to be undertaken;
4. Training of the selected technical personnel from the Central, Regional, PENR, and CENR offices, bureaus and attached agencies, EMB and MGB regional offices and the research centers on basic and advanced statistical analysis; and
5. Participation of DENR personnel from central, field and bureau offices and centers to all 2018 PSRTI regular training courses. They can be other than the abovementioned 795 participants to be decided upon by DENR.
6. Submission of training report to DENR.

IV. TARGET OUTPUTS AND DELIVERABLES

1. Trained technical staff from Central, Regional, PENR, and CENR offices, bureaus and attached agencies, research centers, MGB and EMB regional offices. The training covers the following courses:

   a. Microsoft Excel for Data Management
   b. Basic Statistics 1: Descriptive Statistics
   c. Sampling Methods and Design-Based Estimation
   d. Survey Operations and Questionnaire Design
   e. Basic Statistics 2: Estimation and Hypothesis Testing
   f. Regression Analysis
   g. Time Series Analysis and Basic Forecasting
   h. Data Visualization Using Infographics
   i. Data Visualization Using Video-graphics
   j. Statistical Data Management Using CSPRO

2. Training Report.

V. BUDGET

The total allocation for the training including full board accommodation and other miscellaneous expenses is **Sixty Million Pesos (Php60,000,000.00)**.

VI. TERMS OF PAYMENT

The terms of payment for services rendered shall be in accordance with the following schedule:

	Activity/Expected Output	Cost (Php)
15%	Upon signing of MOA and submission and acceptance of inception report inclusive of pre-training forms	9,000,000.00
20%	Upon submission and acceptance of detailed work and financial plan and course description	12,000,000.00
20%	Upon completion ten (10) training sessions and acceptance of corresponding training reports	12,000,000.00
35%	Upon completion of ten (10) training sessions and acceptance of corresponding training reports	21,000,000.00
10%	Upon completion of the project and acceptance of the completion reports	6,000,000.00
	TOTAL	**60,000,000.00**

LOLITA S. PRESBITERO
OIC-Chief, Statistic and Data Resources
Management Division, DENR

2018 PSRTI Regular Training Courses

No.	RTC No.	Date	Course Code	Training Course
1	RTC-1A	April 2–6	SW 1	Microsoft Excel for Data Management
2	RTC-2A	April 2-6	SW 2	Microsoft Access for Information Management
3	RTC-3A	April 16–20	BS 1	Basic Statistics 1: Descriptive Statistics
4	RTC-4A	April 16-20	STS 3	Focus Group Discussion: Administration and Analysis of Results
5	RTC-5A	April 23-28	SS 1	Sampling Methods and Design-Based Estimation
6	RTC-6A	April 23–28	SS 2	Survey Operations and Questionnaire Design
7	RTC-7A	April 23-28	BS 2	Basic Statistics 2: Estimation and Hypothesis Testing
8	RTC-8A	May 7–11	SM 1	Regression Analysis
9	RTC-9A	May 7-11		Statistics for Gender and Development
10	RTC-10A	May 21–25	SW 3	Basic Statistical Methods Using R Commander
11	RTC-11A	May 21-25	SM 2	Time Series Analysis and Basic Forecasting
12	RTC-12A	May 21-25	SW 6	Data Visualization Using Infographics (with Use of Internet)
13	RTC-13A	May 28-June 1		Statistics for Financial Literacy (with Use of Internet)
14	RTC-14A	June 4–8	SW 8	Webpage Development for the Dissemination of Statistics
15	RTC-15A	June 4–8	SM 3	Advanced Forecasting Methods
16	RTC-16A	June 18–22	SEPA 2	Statistics for Project Monitoring and Evaluation
17	RTC-17A	June 18–22	SW 7	Data Visualization Using Video-graphics (with Use of Internet)
18	RTC-18A	June 18-22	SEPA 1	Statistics for Policy Analysis
19	RTC-19A	July 9–13	SEPA 3	Statistical Tools for Impact Evaluation of Projects
20	RTC-20A	July 9–13	TWP 2	Effective Presentation of Statistical Reports
21	RTC-21A	July 23-27	SEPA 4	Advanced Statistical Tools for Impact Evaluation of Projects
22	RTC-22A	July 23-27	TWP 1	Technical Writing Course on Statistical Reports
23	RTC-23A	July 23-27	SW 4	Statistical Data Management Using CSPRO
24	RTC-1B	August 6–10	SW 1	Microsoft Excel for Data Management
25	RTC-2B	August 6-10	SW 2	Microsoft Access for Information Management
26	RTC-3B	August 13–17	BS 1	Basic Statistics 1: Descriptive Statistics
27	RTC-4B	August 13-17	STS 3	Focus Group Discussion: Administration and Analysis of Results
28	RTC-5B	Sept 3-7	SS 1	Sampling Methods and Design-Based Estimation
29	RTC-6B	Sept 3-7	SS 2	Survey Operations and Questionnaire Design
30	RTC-7B	Sept 3-7	BS 2	Basic Statistics 2: Estimation and Hypothesis Testing
31	RTC-8B	Sept 17-21	SM 1	Regression Analysis
32	RTC-9B	Sept 17-21	STS 1	Statistics for Gender and Development

34	RTC-11B	October 8–12	SM 2	Time Series Analysis and Basic Forecasting
35	RTC-12B	October 8-12	SW 6	Data Visualization Using Infographics (with Use of Internet)
36	RTC-13B	October 22–26	SW 8	Webpage Development for the Dissemination of Statistics
37	RTC-14B	October 22–26	SM 3	Advanced Forecasting Methods
38	RTC-15B	November 5–9	SEPA 2	Statistics for Project Monitoring and Evaluation
39	RTC-16B	November 5-9	SW 7	Data Visualization Using Video-graphics
40	RTC-17B	November 5–9	SEPA 1	Statistics for Policy Analysis
41	RTC-18B	Nov 12-16	SEPA 3	Statistical Tools for Impact Evaluation of Projects
42	RTC-19B	Nov 12-16	TWP 2	Effective Presentation of Statistical Reports
43	RTC-20B	Nov 19-24	SEPA 4	Advanced Statistical Tools for Impact Evaluation of Projects
44	RTC-21B	Nov 19-24	TWP 1	Technical Writing Course on Statistical Reports
45	RTC-22B	Nov 19-24	SW 4	Statistical Data Management Using CSPRO

Project Line Item Budget

Training Project entitled
"Training on Basic and Advance Statistical Analysis for DENR Staff"

PERSONNEL SERVICES	**600,000.00**
Honoraria for PSRTI Staff involved in the Project	
OPERATING EXPENSES	**53,400,000.00**
Contract Services (Resource persons, lab assistant, CSWs, consultant for the development/customization of courses)	
Customization of regular courses per DENR requirements	
Training materials, certificates, photos, equipment and flash drives containing PDF copies of handouts	
Use of computer units and other equipment	
Venue	
Full board accommodation	
Participation to PSRTI Regular Training Courses	
Meetings	
Full board accommodation of participants, resource persons, lab assistants and training managers	
Terminal Report	
Other Miscellaneous Expenses	
COMMISSIONED FEE (10% OF TOTAL PROJECT FUND)*	**6,000,000.00**
TOTAL	**60,000,000.00**

* - to be deposited to PSRTI Endowment Fund per DBM Authority