



**Department of Environment and Natural Resources**  
Kagawaran ng Kapaligiran at Likas Yaman  
Caraga Region



**MEMORANDUM**

**TO :** ALL PENROs AND CENROs  
ALL RO DIVISION CHIEFS  
CHIEF RSCIG  
REGIONAL NGP COORDINATOR



**ATT'N:** PLANNING OFFICERS AND DESIGNATE  
**FROM :** THE OIC, REGIONAL EXECUTIVE DIRECTOR  
**SUBJECT :** AGREEMENTS REACHED DURING FY 2025 DENR CARAGA PLANNING & ICT YEAR END ASSESSMENT  
**DATE :** DEC 19 2025

---

Furnishing you the agreements reached during the DENR Caraga Planning & ICT Year End Assessment conducted last Dec. 10-12, 2025, at Almont Beach Resort, Lipata, Surigao City.

Please take note of the agreements and instructions requiring appropriate action from your office. To monitor the status of the agreements, the responsible office or person shall submit the status of compliance on January 30, 2026 via this email address: [pmd.r13@denr.gov.ph](mailto:pmd.r13@denr.gov.ph).

For your information, record and compliance.

  
MARITESS M. UCAMPO

**DENR CARAGA REGION**  
**AGREEMENTS REACHED DURING FY 2025 DENR CARAGA PLANNING & ICT YEAR END ASSESSMENT**  
**Held on Dec. 10-12, 2025 at Almont Beach Resort, Lipata, Surigao City**

**DISCUSSIONS**

| PRESENTER   | AGENDA   | INSTRUCTIONS/AGREEMENTS/REMARKS  | RESPONSIBLE PERSON/OFFICE |
|---|--|--|---------------------------|
| <b>Presentation on the Reconciliation of Reported Accomplishment as of November 2025</b>  |  |  |                           |
| Chief MES Roy C. Basnillo   | Reported accomplishment as of November, 2025   | The PENRO, CENRO, and Regional Office Planning Officers shall reconcile their reports in the month of December, using the Regional Office Monthly Physical and Financial Accomplishment Report (MPFAR) Google Sheet as the basis.  |                           |
| <b>Presentation on the Physical &amp; Financial Accomplishment (GAA 2025) with hindering (below 100%) &amp; facilitating factors (above 130%) as of November 2025 by CENROs</b> |  |  |                           |
| CENRO Nasipit ICT<br>Focal Prance Jeno B. Moreno  | Demand driven  | Indicators that are demand-driven shall be provided with justifications, which should be clearly indicated in the remarks column.  | All offices               |
|   | Watershed Characterization Vulnerability Assessment:<br>Guihao-an River Watershed (formerly Calayagon) | For the change from Calayagon Watershed to Guihao-an River Watershed, the approved result of the watershed naming shall be attached as a supporting document in the OPCR and WFP. The change shall be clearly specified in the December/Annual Report.   | CENRO Nasipit             |
| Bayugan ICT Tech Support Brix Jay A. Nucos  | Processing of new and renewal of tenurial instruments applications                                     | CBFMA processing is delayed due to pending LGU 'No Objection' Resolution and NCIP Certification.<br><br>Backlog as of November<br>-ENRC will resume by 1st quarter of CY 2026<br><br>CENRO Bayugan shall provide a justification since the target can no longer be accomplished for the current year. The justification shall form part of the Means of Verification (MOVs), subject to evaluation and determination of merit by the RPMT. | CENRO Bayugan             |
|   | Apprehension of undocumented forest products including NTFPs, vehicles, equipment                      | Demand driven is attributed to the regular LAWIN patrolling and consistent IEC of the field personnel.<br><br>CENRO Bayugan to provide justification on the decrease of apprehension.  |                           |
| CENRO Talacogon Planning designate Divine Grace A. Rudela   | Environment and Natural Resources Resiliency Program (003)   | Submit a justification indicating that the SAA was downloaded late, to be included as one of the Means of Verification (MOVs). The acceptance and merit of the justification shall be subject to the evaluation of the RPMT.   | CENRO Talacogon           |

| PRESENTER   | AGENDA   | INSTRUCTIONS/AGREEMENTS/REMARKS   | RESPONSIBLE PERSON/OFFICE  |
|---|--|---|----------------------------|
| CENRO Loreto Planning<br>designate Staff Jonna Mae Salvador   | Apprehension of undocumented forest products including NTFPs, vehicles, equipment and other implements including least of burden | <p>MOA with the Philippine Army (Alfa Company, 60th IB)</p> <p>-CENRO Loreto significantly strengthened its environmental law enforcement efforts in 2025.</p> <p>PENRO ADS tyo verify reported apprehension where figures and reasons appear contradicting. The rest of CENROs maintain that low apprehension rates are a direct result of successful LAWIN patrolling &amp; IEC campaigns.</p>  | CENRO Loreto and Talacogon |
|   | Assessment of FRA Tracts (no.)   | <p>Delayed conduct of the activity was affected by insufficient budget allocation. Budget augmentation was released on December 2, 2025 only.</p> <p>CENRO Loreto requested an extension for the submission of the report for this particular activity, as it cannot be accomplished by December 15, 2025. In this regard, the PMD will continue to accept submissions of report until January 2, 2026 for activities that necessarily extend beyond December 15, 2025, such as this activity, patrols, and LAWIN. CENROs are also advised to verify in the MPFAR by January 2, 2026 whether the accomplishment has already been reflected.</p> | CENRO Loreto               |
| CENRO Bunawan ICT<br>Focal Jason L. Bunod   | Hauling and Apprehension   | "Demand-driven" shall not be cited as the reason for the exceedance of accomplishments. Concerned CENROs shall instead indicate the facilitating factors in the remarks column.   | CENRO Bunawan              |
|   | Land Survey and Disposition  | Indicate the facilitating factors that contributed to the exceedance of the target accomplishment.  | CENRO Bunawan              |
| CENRO Cantilan ICT<br>Focal Pjay L. Molina  | Error in encoding of accomplishment  | To harmonize reported accomplishments, all CENROs shall notify the Planning-MES Chief of any errors in encoding or inconsistencies in formulas and physical targets in the Google Sheet. CENROs should also verify their submission reports to the Central Office.  | All PENROs and CENROs      |
| <b>Presentation of COBF Physical &amp; Financial Accomplishment including Hindering (below 100%) &amp; Facilitating Factors (above 130%) as of November 2025 by PENRO &amp; RO Division Planning Officers</b> |  |   |                            |
| PENRO SDN Planning Officer Carla Calipayan  | Services on Wheels   | Disbursement should be at least 100k since the conduct of activity is every quarter with equivalent financial utilization of 50k for every quarter. Since the office was not able to conduct in 3rd quarter, it should only have a utilization of 100k. Since the accomplishment is not yet 100%, the 100k for the conduct of inventory should not be reflected in the disbursement. There should be no excess of accomplishment since the target is by municipality. The unutilized 100k was suggested to be added to the inventory activity.  | SIPLAS                     |

| PRESENTER  | AGENDA  | INSTRUCTIONS/AGREEMENTS/REMARKS  | RESPONSIBLE PERSON/OFFICE |
|--|---|--|---------------------------|
| SIPLAS   |   | SIPLAS should join during IEC campaign and environmental events for the conduct of service on wheels and other activities in order to accomplish targets in one setting.   | SIPLAS                    |
|  | Implementation activities under SIPLAS-GEMS: Continuation of demarcation of easement zone | The fabrication of the monument is still ongoing. Accordingly, the RED suggested a design that a protruding part of the monument be emphasized to prevent it from being covered by other materials. SIPLAS was reminded that the installation serves as the accomplishment indicator. No accomplishment can be reported without actual installation. | SIPLAS                    |
|  | Serving of Notice of Violations   | Regardless of whether an office has a target or not, NOVs should still be issued for monitored infrastructures with violations. Furthermore, the report on the issuance of NOVs by SIPLAS should be reconciled with the report from EMB.   | All PENROs and CENROS     |
| PENRO Dinagat Planning Officer Islands Mary Grace Unabia   | Confirmatory survey of reported dugong habitats   | Revisit the study by Rose Igot on the monitoring of dugong habitats. The office may coordinate with Ms. Rose Igot for this purpose.  | PENRO SDS                 |
|  | Inclusion of backstaff of Planning designate to attend the Year-End Assessment            | A registration should be provided by all offices for augmentation of PMD for the conduct of Year-end Assessment. Jayson Paloquia to request a list of GIS focal in the field, for inclusion during Year-end Assessment.  | All PENROs                |
| RO-CDD Planning Designate CDD Joy Orozco   | Maintenance of Drones and Automated Weather Stations                                      | Provide a justification for the requested allocation for continuing funds for CY 2026. Additionally, indicate in the Annual Accomplishment report why this activity was not completed at 100%, and provide the corresponding justification in the financial column of the MPFAR.   | CDD                       |
| <b>RO and CENRO ICT Focal presentation of Physical &amp; Financial Accomplishment including Hindering &amp; Facilitating Factors as of November 2025</b> |   |  |                           |
| CENRO Nasipit ICT designate Prance Jeno B. Moreno  | Inventory on Equipments   | One of the bases for fund disbursement is the inventory. CENRO Nasipit shall review and assess the personnel requirements for equipment.   | CENRO Nasipit             |
| CENRO Tubay ICT designate Aisen Job N. Paler   | Preventive Maintenance  | By next year, the office need to accomplish and follow the schedule of Preventive Management Plan.   | CENRO Tubay               |
| CENRO Bayugan ICT Focal Giovanni R. Go   | Maintenance of Server Room and other accomplishment with recurring target                 | For clarification on monthly physical accomplish report and with one (1) annual target (recurring every month), a 100% should be reflected in the report regardless whether or not the target was accomplished. All CENRO ICT focal persons are also expected to regularly verify their encoded physical accomplishments.                            | All PENROs and CENROS     |

| PRESENTER                            | AGENDA   | INSTRUCTIONS/AGREEMENTS/REMARKS   | RESPONSIBLE PERSON/OFFICE       |
|--------------------------------------|--|---|---------------------------------|
| RO - Juan A. Navarro, Jr.            | Inventory of Equipments                            | Inventory should be reconciled with the GSS.  | All PENROs and CENROs ICT Focal |
| <b>PPS</b>                           |  |   |                                 |
|                                      | Submission of OPCR FY 2026 Commitment              | For 2nd Sem 2026 Commitment, submission will be on March 15 per SPSMS guidelines. To be rated "5" in the OPCR, submission will be on March 1, 2026. However, under the proposed timeline on the Enhanced SPMS Guidelines which are subject for approval, the deadline for the submission of OPCR commitment for 1st and 2nd semester will be in the month of February every year. For the OPCR Accomplishment, submission of 1st semester will be in every end of July every year and every end of January of the succeeding year for the submission of 2nd semester OPCR accomplishment. | All PENROs and CENROs ICT Focal |
| Stat. II/OIC, PPS Chief Eilren R. Uy | Submission and approval of COBF Request            | All supplemental WFP must be evidence-based, implementation ready and within the absorptive capacity of the requesting office. Only one consolidated supplemental WFP is allowed from an office, supported by justification for each item being requested. The deadline of submission is May 30, 2026. Activities and targets in the supplemental WFP shall be programmed starting July 2026. However, for consolidation of Regional Office, the deadline of submission will be on February 27, 2026.   | All PENROs and CENROs           |
|                                      | Submission of OPCR, DPCR/IPCR                      | OPCR should be submitted to PMD while the DPCR/IPCR should be submitted to Admin Division. The DPCR of the divisions should also be submitted to their respective ARDs for their consolidation and submission to PMD.   | All RO Divisions                |
|                                      | Submission of OPCR Commitment FY 2026              | (1st Sem and 2nd Sem) using new template by 1st week of January 2026 (February 2026 - Central Office)   | For information                 |
|                                      | IPCR   | Admin to provide memorandum providing instruction on the IPCR accomplishment format, including guidance on when the upper and lower portions of the IPCR should be signed.  | Admin. Division                 |
| <b>Statistics and GIS</b>            |  |   |                                 |
| Chief MES, For. Roy C. Basnillo      | Submission of Annual Narrative Report              | Deadline is December 15, 2025   | All PENROs and CENROs           |
|                                      | Submission of Annual Physical and Financial Report | Deadline is December 15, 2025   | All PENROs and CENROs           |

| PRESENTER                   | AGENDA   | INSTRUCTIONS/AGREEMENTS/REMARKS   | RESPONSIBLE PERSON/OFFICE |
|-----------------------------|--|---|---------------------------|
|                             | COBF   | Update the MPFAR. PENROs to require their Budget Officer to input the Financial Utilization   | All PENROs and CENROS     |
|                             | Submission of Story Board  | Deadline is January 5, 2026   | All PENROs and CENROS     |
|                             | Uploading of MOVs programmed in the WFP CY 2025  | Deadline is January 15, 2026  | All PENROs and CENROS     |
|                             | Uploading of MOVs enrolled in SPMS indicators for the 1st Semester (January-June) and 2nd Semester (July-December) CY 2025 | Deadline is January 15, 2026  | All PENROs and CENROS     |
|                             | OPCR   | Change the actual accomplishment such as the "minor error" indicated in the actual accomplishment   | All PENROs and CENROS     |
| PSS REMINDERS               |  |   |                           |
| Stat. II Jayson D. Paloquia | ENR Statistical Profile FY 2026  | The deadline for submission is on September 30, 2026. However, Field Offices shall submit their reports on or before August 30, 2026 to allow the PMD to harmonize the data with the Regional Office technical personnel. | All PENROs and CENROS     |
|                             | FSD & BSD Data Cleansing of Spatial Datasets   | Deadline of submission:<br>RO- Nov. 15, 2026<br>PENRO - Oct. 30, 2026<br>CENRO- Oct. 15, 2026<br>Enterprise submission  | All PENROs and CENROS     |
|                             | GIS Operationalization FY 2026   | The submission of the Quarterly Report for CY 2026 is recommended for inclusion in the IPCR and for the consolidation at the Regional Office level.   | All PENROs and CENROS     |
|                             | National Statistics Month FY 2026  | The deadline for submission is October CY 2026. Reports should be submitted to PMD.   | All PENROs and CENROS     |

Prepared by:



MARY KATHLEEN P. PO  
Chief, PMD

Recommended by:



ATTY. CLAUDIO A. NISTAL, JR.  
OIC, ARD for Management Services

Approved by:



MARITESS M. OCAMPO  
Regional Executive Director