

# FOREST MANAGEMENT BUREAU ACCOMPLISHMENT REPORT

## Annual Report for CY 2014

Programs/Activities/Projects and Performance Indicators	Annual			Remarks
	Target	Accomp	%	
<b>General Administration and Supervision</b>				
Acted all cases/documents referred & initial/signed (no)	6,250	8,205	131	
Memorandum/correspondence/Special Orders prepared (no)	100	414	414	
Attendance to meetings/trainings/conference	20	39	195	
Appointments prepared (no)	90	-	-	Assessment of NOSCA On-going
Payrolls prepared/processed (no)	72	320	444	
Vacant positions published/posted in the website (no)	90	41	46	Assessment of NOSCA On-going
Plantilla prepared (no)	1	-	-	Assessment of NOSCA On-going
Service contracts prepared/processed (no)	100	376	376	
Personnel manpower report/prepared/updated (no)	12	12	100	
Performance appraisal report/monitored/evaluated (no)	287	328	114	
Leave applications/clearances processed (no)	300	1,280	427	
Personnel application for GSIS membership processed (no)	8	20	250	
Daily Time Cards monitored (no)	1,200	9,667	806	
Bidding/sealed canvass/request for quotations conducted (no)	230	295	128	
Purchase/Job Order, APR contracts prepared (no)	270	423	157	
Accept deliveries/Inspection Request/Certificate of Acceptance prepared (no)	270	543	201	
Posting of ITB/RFQ/Notice of Awards/Contract to Philgeps & DENR Website	100	193	193	
Payment of procured supplies/materials/equipment/servicesprepared (no)	285	842	295	
Issuance of supplies materials of Divisions/Sections/Units/Offices	800	1,434	179	

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	Target	Accomp	%	
Report of supplies/materials issued/report of supplies materials consumed prepared (no)	12	21	175	
Indexing of supplies/materials in the Supplies Ledger Card (no)	930	1,731	186	
Quarterly Report on Gov't Purchses/contracts (no)	4	4	100	
Supplies/materials inventory conducted (no)	12	12	100	
Newspaper subscribed (no)	6,432	6,557	102	
Equipment maintained extend service (no)	60	89	148	
Building/equipment/properties insured (no)	1	4	400	
Request for booking/dropping to the books of accounts prepared (no)	4	27	675	
Memorandums/Letters/ICS Acknowledgement Receipt of Equipment (ARE)/Relief/Clearance/Invoice Receipts/Waste Material Reports/Pass Slip	240	915	381	
Disposal of unserviceable equipment/properties conducted	2	2	100	
Equipment/Properties inventory conducted (no)	1	1	100	
Official documents reproduced (no)	28,000	45,500	163	
Vehicle maintained serviced (no)	8	39	488	
Vehicle registered and insured (no)	8	8	100	
Trip tickets/fuel lubricants/requisition and issue slip prepared/issued (no)	760	1,112	146	
Request for vehicle/equipment acted upon (no)	330	412	125	
FMB building repaired/maintained (no)	3	13	433	
Grounds maintained (sq/m)	1,500	6,000	400	
Conveyance/travelling rendered (no)	760	520	68	Demand-driven
Payment for power/communications/water, gasoline, etc. prepared (no.)	88	216	245	
Notice of personal calls/prepared issued (no)	120	142	118	
Monthly report of gasoline consumption prepared/submitted (no)	12	12	100	
Monthly analysis of power consumption monitored (no)	12	12	100	
Quarterly report of fuel and power consumption prepared (no)	4	4	100	
Janitorial services maintained (no)	12	47	392	

Programs/Activities/Projects and Performance Indicators	Annual			Remarks
	Target	Accomp	%	
Security services maintained (no)	11	33	300	Availment of Rationalization Plan
Meetings/seminars attended	12	45	375	
Issuances indexed (no)	1,050	974	93	Demand-driven
Tenurial instruments/orders released (no)	8	31	388	
Approved documents scanned and mailed (no)	2,700	6,700	248	
Court appearances/meetings/training attended/conducted (no)	8	15	188	
Documents received/recorded/encoded/barcoded, and delivered (no)	7,550	11,428	151	
Documents authenticated (no)	2,600	4,940	190	
DENR issuances accepted thru webmail, printed and disseminated (no.)	1,100	1,035	94	Demand-driven
Clients served (no)	1,200	1,240	103	
Travel/Special Orders Numbered (no)	950	2,366	249	
Inventory and organization of non-current records conducted (no)	200	290	145	
Documents faxed/transmitted (no)	900	1,260	140	
GSIS Liason Work	48	530	1,104	
Newsclippings prepared (no)	2,200	9,508	432	
Briefing orientation to students, clients & other partners (no)	140	480	343	
Recorded books/pamphlets received (no)	40	380	950	
IEC materials distributed	480	1,853	386	
Financial plans prepared/submitted (no)	1	1	100	
Budget proposals prepared/submitted (no)	1	1	100	
Financial Accountability Reports prepared (no)( Funds 101, 102, & 158)	12	15	125	
Financial Performance Report prepared (no)	30	30	100	Frequency of submission was changed as instructed by the Central Office
PSIPOP/Expanded Plantilla prepared/updated (no)	2	2	100	
Purchase/Job Orders, Contracts, Purchase Requests, Disbursement Vouchers, Casuals/Contractualsfunded O.S processed/prepared	5,000	7,235	145	

Programs/Activities/Projects and Performance Indicators	Annual			Remarks
	Target	Accomp	%	
Payrolls and vouchers for RATA prepared (no)	24	30	125	
Accounts Payable, Statement of Due and Demandable Accounts Payable prepared	241	422	175	
BIR W-2 prepared/issued (no)	222	245	110	
Remittances prepared/issued including reconciliation of GSIS Premiums/Gov't. Share and loan payments	756	794	105	
Certifications, clearances issued (no)	163	198	121	
Checks prepared/recorded (no)	3,500	5,618	161	
ORs & CAs prepared/issued (no)	1,385	1,419	102	
Deposits of collections prepared (no)	120	180	150	
Reports prepared (no)	525	582	111	
Advices of checks issued and cancelled prepared (no)	400	567	142	
Salaries, wages, PERA & other benefits prepared/distributed (no)	3,000	3,293	110	
Book of Accounts maintained (no)	120	124	103	
<b>Management Supervision</b>				
Field visits conducted (no)	60	31	52	Demand-driven
Meetings/conferences/conventions/symposia attended	978	1,820	186	
International commitments				
meetings attended (no.)	6	18	300	
<b>SUPPORT TO OPERATIONS</b>				
<b>Data Management Including Systems Development and Maintenance</b>				
<b>1. Forestry Information System (FIS)</b>				
a. Manage and Maintain FIS datasets	7	7	100	
b. Assess and Evaluate GIS maps of new/renewal of licence/lease/permit applications	64	64	100	
c. Monitor, assess and review FIS implementation				
- Review of FIS regional databases	64	64	100	
d. Manage and maintain the FMB Local Area Network (LAN), Internet Access Facilities and Website (no)	1	1	100	
e. FIS Capability Building	1	1	100	
<b>2. Statistical Services</b>				

Programs/Activities/Projects and Performance Indicators	Annual			Remarks
	Target	Accomp	%	
a. Consolidate, validation, packaging & dissemination of Forestry Statistics				
a.1. Consolidated and updated statistical reports	2,928	2,928	100	
a.2. Validation of Regional Statistical Reports	3	4	133	
a.3. Preparation of statistical tables and figures	115	176	153	
a.4. Production and dissemination of Philippine Forestry Statistics Yearbook	300	300	100	
b. Review of Forestry Data Production Reports				
b.1. Review and revise SRS, RPMS, Income Collection and Wood Importation Statistical Reports including instructional manuals	25	26	104	
b.2. Preparation of Protocol in the collection, consistency check, consolidation, and release of forestry data	1	1	100	
b.3. Preparation of Conversion Table for SRS and RPMS use	1	1	100	
b.4. Preparation and review of standard spreadsheet templates for the SRS RPMS use	18	32	178	
c. Celebration of the National Statistics Month (NSM)				
c.1. Co-organization of NSM Activities	1	1	100	
c.2. Attendance to NSM Workshops	1	1	100	
d. Attendance and participation to the Annual National Convention on Statistics	3	3	100	
e. Capability Building	10	10	100	
<b>3. Production and Dissemination of Technical and Popular Materials in the Conservation and Development of Natural Resources including Environmental Education</b>				
I. IEC Material Development				
a. Production of FMB Video Documentary	1	-	-	On-going development of materials
b. FMB Institutional Material	1	1	100	
II. Updating and Maintenance of IEC Facilities				
- Upgrading of FMB Bulletin Board (TV and modified board)	1	-	-	Design proposals submitted
III. Conduct/Participation to meetings, workshops, trainings, etc.				
a. Participation in Regular Youth Desk Coordinators' Meeting and activities	12	11	92	
b. Assistance to FMB Activities		2		
III. Capacity Building				
a. Conduct of Training on Effective Public Speaking and Presentation	1	-	-	On-going workshop preparation/Training to be conducted this year
b. Participation to Trainings, Workshops and Meetings	3	5	167	
IV. Newsletter Publication				
- Production of Quarterly FMB Newsletter	4	1	25	On-going
<b>4. Legal Services, Including Operations Against Unlawful Titling of Public Land</b>				

Programs/Activities/Projects and Performance Indicators	Annual			Remarks
	Target	Accomp	%	
I. Formulation of legal opinions, comments, rules & regulations , recommendations on referred cases involving violations of forestry laws	36	210	583	
II. Legal research on recent court decisions, laws & regulations pertaining to forestry	12	68	567	
III. Field verification & updating of cases filed in court	12	21	175	
IV. Attendance in court/ legislative/ administrative hearings	24	10	42	Demand-driven
V. Policy Formulation and Review	24	72	300	
VI. Review and Evaluation of Proposed Legislations or Draft Legislative Bills	2	10	500	
VII. Legal assistance on forest law enforcement & governance	2	72	3,600	
VIII. Preparation and/or review MOAs/Board Resolution/ Committed Report/MOUs legal documents	12	27	225	
<b>OPERATIONS</b>				
<b>MFO 1- Ecosystem Policy Services</b>				
<b>Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects</b>				
<b>1. Policy/Guidelines Review and Formulation</b>				
a. REDD Plus Policy Guidelines	1	2	200	

Programs/Activities/Projects and Performance Indicators	Annual			Remarks
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b. Amendment of DAO No. 99-53(Regulation governing the Integrated Forest Management Agreement (IFMA) in view of the implementation of EO 23	1	2	200	
c. Charcoal and Admin Fees	1	1	100	
<b>2. Preparation and Updating of Climate Resilient Plans</b>	1	1	100	Draft report submitted
<b>4. Review/Evaluate Community Project Proposals/Plans and other Forest-Related Development Proposals/Plans</b>	60	150	250	
<b>5. Setting of Forestry Standards</b>				
Formulation of Technical Bulletins (TB)	5	7	140	
<b>6. Preparation of FMB-WFP for 2015 Budget Proposals</b>	2	2	100	
<b>7. Establishing Partnership and Collaboration with Stakeholders on NGP Implementation and Watershed Management</b>	4	4	100	
<b>8. Review of Maps of Protected &amp; Production Forest</b>	11	14	127	
<b>9. Re-measurement of Forest Resource Assessment (FRA) Tracts</b>				
Relocation and Re-measurement of FRA Tracts	67	36	54	Late liquidation of regional offices resulting to late downloading of funds
<b>10. Forest Resource Accounting and Valuation (FRAV)</b>				
a. Setting up of Regional Accounts	8	8	100	
<b>11. Geographic Information System</b>				
a. Mapping Support to NGP and other Projects	1,600	1,600	100	
b. Site Validation/GPS Survey of Forestry Projects	155	155	100	
c. Image Analysis and Interpretation	20	-	-	Discussion On-going

Programs/Activities/Projects and Performance Indicators	Annual			Remarks
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<b>12. Assistance in the Preparation of Community/Forestry/Programs/Projects</b>				
Provision of Technical Advice/Assistance to People Organizations	3	3	100	
<b>13. Monitoring and provision of Technical Assistance on ANR sites</b>	3	3	100	
<b>14. ITTO Project</b>				
a. Meetings with the Stakeholders	4	-	-	Procurement for Consultant Services is still under process
b. Monitoring and Evaluation of the Project	12	-	-	Procurement for Consultant Services is still under process
<b>15. Capacity Building</b>				
a. Workshop on REDD Plus	1	2	200	
b. Stock-staking Workshop on REDD Plus	1	2	200	
c. Technical Writing on FLUP	3	5	167	
d. Regional Training on FRI regarding Measurement Standard	2	2	100	
e. Capacity building on GIS/RS	5	6	120	
<b>16. Attendance to Workshops,Seminars,Meetings and Trainings</b>	135	135	100	
<b>17. Attendance to Inter/Intra-Agency Commitments</b>	14	14	100	
<b>18. Attendance to Budget Hearing</b>	10	10	100	
<b>19. Conduct of Management Conference</b>	2	6	300	No Sectoral Conference per instruction of Usec for Field Operation instead Regional Director's Meeting were held
<b>MFO 2- Ecosystem Management Services</b>				
<b>Forest Development, Rehabilitation, and Protection</b>				
<b>1. Forest Development, Rehabilitation and Protection</b>				



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	Target	Accomp	%	
Monitoring and Evaluation of Forestry Programs and Projects				
a. Forestry Programs and Projects	80	81	101	
- NGP/Reforestation				
- Clonal/Mechanized and Other DENR Nurseries				
- Balik Probinsya Program				
- Barangay Forest Program				
- Potential Seed Stands/Seed Source/SPAs				
- Other NGP Initiatives				
<b>2. National Greening Program (NGP) Coordinating Office</b>				
I. Institutional Strengthening				
a. Conduct of Coordination Meetings with Partner Agencies	4	8	200	
b. Expert Panel/Senior Foresters Meeting	2	-	-	Not yet convened
c. Other Government Agencies, Civil Society Organizations, Business Sector, Development Partners, LGU and Volunteer Groups	12	12	100	
II. Participation to Meetings/Fora				
a. Participation to Commodity Meetings/Fora	12	14	117	
b. Participation to DENR ENR Sector Management Conference/Workshops/Seminars	12	14	117	
c. Provision of Technical Assistance to Field Offices and Other NGP Partners (e.g. GIS Mapping and Geo-Tagging)				
- Capacity Building on GIS Mapping, GPS and Geo Tagging	2	8	400	Digital maps are being required by the DBM instead of printed maps
- Mapping and Printing of 2014-2016 NGP Sites	2	2	100	
- Meetings/Forum with other NGP Partners and DENR Field Offices	12	24	200	
<b>MFO 3- Ecosystem Regulation Services</b>				
<b>Enforcement of Laws, Rules, and Regulations</b>				
<b>1. Monitoring and Validation of Performance Evaluation Reports of Tenure Instruments (FLGMA, IFMA, SIFMA, FLAg, FLAgT)</b>	16	17	106	

Programs/Activities/Projects and Performance Indicators	Annual			Remarks
	Target	Accomp	%	
<b>2. Validation/Investigation of Complaints regarding SIFMAs, IFMAs, FLGMAs and FLAg/FLAgT</b>	8	8	100	
<b>3. En banc evaluation of applications for SIFMAs, IFMAs, FLGMAs and FLAg/FLAgT and their corresponding Management Plans (either at FMB or RO)</b>	6	-	-	Demand-driven
<b>4. Assessment of expired, cancelled and terminated tenure instruments to determine its best land use and/or validation of submitted assessment report</b>	15	8	53	Workshop on Harmonization of Processing will be conducted instead
<b>5. Assessment of Area Development and Livelihood Establishment</b>	15	17	113	
<b>6. Validation of Timber Inventory Reports submitted by DENR Field Offices</b>	3	10	333	
<b>7. Monitoring of Compliance on the Terms and Conditions on the following:</b>				
a. Tree cutting/earthballing permits including seedling replacement	30	37	123	
b. Wood Processing Plan (WPP) Permits	6	68	1,133	
<b>8. Monitoring of Forest Protection and Law Enforcement Activities</b>				
a. Forest Protection Plan Implementation	8	9	113	
b. Hotspot Areas	12	12	100	