



Republic of the Philippines  
Department of Environment and Natural Resources  
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**JUL 12 2004**

**DENR Administrative Order**  
**No. 2004- 20**

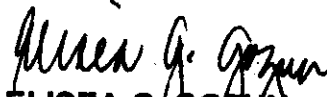
**SUBJECT: AMENDMENTS TO DAO NO. 99-38 ENTITLED  
"REVISION OF THE STANDARD OPERATING  
PROCEDURES (SOP) FOR PERFORMANCE  
MONITORING PRESCRIBED UNDER DAO 33  
SERIES OF 1992"**

In the interest of the service and in order to prevent discrepancies of reports maintained in the Central and Regional Offices thereby ensuring consistency of accomplishment data, the following amendments are hereby adopted:

1. Cut-off date of accomplishment reports in PENROs, CENROs, Regional Offices and all operating units is end of the month, instead of the 25<sup>th</sup> of the month.
2. CENRO shall consolidate the unit reports of field implementers and project managers using Form 06. These reports shall be submitted to reach the PENRO not later than the 2<sup>nd</sup> day of the ensuing month.
3. PENROs' and CENROs' accomplishments shall be submitted to reach the regional office not later than the 4<sup>th</sup> day of the following month.
4. Consolidated regional reports shall be submitted to reach the PPSO, Central Office not later than the 6<sup>th</sup> day of the ensuing month. Accomplishment reports may be sent through E-mail. In regions where E-mail is not available, written reports should be transmitted through fastest means available.

All other provisions of DAO 99-38 shall remain the same.

This Order shall take effect immediately.

  
**ELISEA G. GOZUN**  
Secretary

**CONSOLIDATED REGIONAL PHYSICAL ACCOMPLISHMENT REPORT**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
 For the month of \_\_\_\_\_ 200\_\_

OFFICE: \_\_\_\_\_  
 (Region/Service/PENRO/CENRO/Unit/Bureau)

ACTIVITY/ INDICATOR	UWM	FUND SOURCE	TARGET		ACCOMP.		%	REMARKS
			ANNUAL	TO DATE	THIS MO.	TO DATE	TO DATE	

Prepared by:

Certified by:

\_\_\_\_\_  
 Planning Officer

\_\_\_\_\_  
 Head of Office