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MEMORANDUM

05 NOV 2020

TO : ALL DENR REGIONAL EXECUTIVE DIRECTORS
ATTENTION : ALL ALTERNATIVE DISPUTE RESOLUTION OFFICERS (ADROs)

FROM : THE ASSISTANT SECRETARY
Legal Affairs
Chairperson, Alternative Dispute Resolution Committee

SUBJECT : CONSULTATION AND REVIEW ON THE USE OF ALTERNATIVE DISPUTE RESOLUTION - MONITORING AND RESULTS SYSTEM (ADR-MRS) BY THE ADR OFFICERS (ADROs) AND OTHER AUTHORIZED USERS

The Department Administrative Order (DAO) 2016-30¹ provides that the Alternative Dispute Resolution (ADR) Committee shall be in-charge of the overall implementation of ADR in the Department.

Congruent with its mandate, the ADR Committee developed, established and utilized the ADR-Monitoring and Results System (ADR-MRS) to store and monitor relevant data and status of the cases and disputes referred for ADR process. It is exclusively used by the ADR Officers (ADROs) and authorized officers and personnel of the Department to input basic information on the cases and disputes they handled for resolution through alternative means other than adjudication or litigation. The system has been utilized by the ADROs since 2019 and the Committee has been using available stored data for information to support the institutionalization process of ADR.

However, per initial assessment of the System, it has been found that some data inputted by users were incomplete, inaccurate and deficient. Specifically, some entries require updating of ADR status, completion of field entries, proper indication of actions taken, among others.

It is thus deemed necessary that the proper use and functionalities of the System have to be fine-tuned and enhanced to have proper report generation, accurate data and information stored for planning and other intervention purposes. By accurately recording data, storing, updating and tracking data on an efficient and regular basis, the Committee can address challenges in the implementation of the ADR Mechanism in the Department and make use of the immense potentials offered by available data gathered.

¹ Guidelines in the Conduct Alternative Dispute Resolution in Land Management and Disposition

As such, the Committee through its Secretariat will conduct Consultation and Forum with all ADR Officers from your respective regions, to get feedback and if necessary, rebriefing or enhancing the knowledge of the ADROs and other authorized users on the proper utilization of the system. The conduct of the activity will be scheduled on **12 November 2020**, as follows:

- (1) **A.M. Session 9:00am -12:00 noon - ADROs from Regions 1, 2, 3, 4, 5 NCR and CAR ;**
- (2) **P.M. Session 1:00pm - 4:00pm - ADRO's from Regions 6, 7, 8, 9, 10, 11, 12 and CARAGA**

Pursuant to the provisions of Republic Act 11469² and the Omnibus Issuances of the Inter-Agency Task Force relating thereto which implement measures to mitigate, if not contain the transmission of COVID-19, the conduct of this Activity will be through an on-line platform. Link on the on-line conferencing application will be provided a day before the activity.

We hope your Office could ensure participation of all ADROs from your region in this consultation and review of the system through an issuance of a Regional Special Order. Your continuing cooperation and support contributes a lot in the successful implementation of the ADR Program in the Department.

Attached for your reference is the list of ADROs from your respective regions.

For compliance please.


ATTY. MICHELLE ANGELICA D. GO

² "Bayanihan to Heal as One Act"



ACTIVITY DESIGN

Consultation and Review on the Use of Alternative Dispute Resolution - Monitoring and Results System (ADR-MRS) for ADR Officers and Other Authorized Users

I. Rationale

The Department of Environment and Natural Resources (DENR) Administrative Order 2016-30¹ provides that the Alternative Dispute Resolution (ADR) Committee shall be in-charge of the overall implementation of ADR in the Department.

Congruent with the aim to institutionalize ADR in the Department, is the establishment of the ADR-Monitoring and Results System (ADR-MRS) that stores and monitors relevant data and status of the cases subjected to ADR process. ADR-MRS is a web-based monitoring and results system which is utilized only by the ADR Officers (ADROs) and authorized officers and personnel of the Department to protect the data inputted in the system. The system has been utilized by the ADROs since 2019.

However, per initial assessment of the System, it has been found out that the data inputted by the users were incomplete, inaccurate and deficient. Specifically, there were entries requiring update of ADR status, incomplete field entries, failure to use the appropriate functions in the System such as missing to indicate the correct "Actions Taken" or the Date Referred to ADRO, and confusion in indicating the Date Protest Received/Date Referred to ADRO and the Status Date of the case, among others.

The use and functionalities of the System needs to be fine-tuned and enhanced in order to have proper report generation, accurate data and information stored for planning and other intervention purposes. Consequently, it is necessary to rebrief or enhance the knowledge of the ADROs and other authorized users on the proper utilization of the system and to teach them on what, how and when data is inputted.

¹ Guidelines in the Conduct Alternative Dispute Resolution in Land Management and Disposition



As such, the Committee finds it necessary to conduct consultation and forum for the Review and Evaluation of the ADR-MRS for ADR Officers and authorized users.

Pursuant to the provisions of Republic Act 11469² and the Omnibus Issuances of the Inter-Agency Task Force relating thereto which implement measures to mitigate, if not contain the transmission of COVID-19, the conduct of this Activity will be conducted through an on-line platform

II. Objectives

1. To fine-tune or enhance the knowledge and skills of ADROs in using the web-based tool that facilitates them in the proper recording and monitoring of the ADR proceedings they have conducted;
2. For participants to learn valuable knowledge on correct inputting of case data, and proper use of the functionalities and features of the System to ensure the accurate generation of reports through the System;
3. To facilitate the institutionalization and implementation of ADR in the Department through proper monitoring and reporting of claims and conflict cases, and other disputes referred for ADR.

III. Monitoring and Evaluation

The ADR Committee, through the ADR Secretariat will be in charge of the monitoring of the attendees. Through existing video conferencing apps or software, the Committee will be able to track the learner's engagements as well as their attendance to activity. The discussions as well as the Open Forum will be monitored through the videoconferencing platform that will be used by the Committee.

IV. Learners/Participants

The participants to this activity will be the accredited ADROs in the Department and other authorized users of the System.

Participants shall ensure availability of laptop or desktop computers and internet connectivity for their use during the activity. The participants' attendance to the activity will be scheduled in a morning and afternoon session considering the capacity of a web-conferencing application is limited to a maximum of 100 pax.

² "Bayanihan to Heal as One Act"



V. Content

For the continuing education of ADROs and other authorized users, the Virtual Learning and Development on the Utilization of ADR-MRS will have substantial contents which are outlined through the following topics:

I. Overview of the ADR Monitoring and Results System (ADR-MRS)

II. Review of the Functionalities and Features of the ADR-MRS

- *User Account Registration Process*
- *User Account Activation or Validation*
- *Data Entry/Encoding*
- *Record or Account Management and Report Generation*
- *Create, Read, Update, and Delete Functions for Record Management*
 - a. *DELETING User Record*
 - b. *GENERATING Report*
 - c. *EXTRACTING RECORDS to Customize Reporting of Cases*
 - d. *RESETTING PASSWORDS*
 - e. *Recording ADR Case Collaboration – Collaborating ADROs*
 - f. *Recording Results of Virtual ADR*
- *Transmission of ADR Records*
- *Acting on or Approval of Compromise Agreements*
- *Attachment of Documents*
- *ADRMRS Process Flow Diagrams and Guidance*
 - a. *Failure of ADR Proceedings*
 - b. *Successful ADR Proceedings*
 - c. *Guidance Notes on Termination of ADR Proceedings*
 - d. *Transmission of Records*

III. Presentation, Review and Evaluation of case data inputs as to:

- *Usual errors, deficient information on data inputted*
- *Entries requiring update of ADR status*
- *Failure to use the appropriate functions in the System such as missing to indicate the correct "Action's Taken" or the Date Referred to ADRO or confusion in indicating the Date Protest Received/Date Referred to ADRO and the Status Date of the case.*

IV. Issues and Challenges and Instructions User Practice in Rectifying or Correcting Case Data Inputs

The activity would consist of demonstrations and presentations, Q & A, discussion, evaluation and review of case data inputs and outputs.

The resources speaker/s from Knowledge and Information System would discuss the topic live on-line while participants would watch, listen, and participate through the platform provided.

Participants will have an opportunity for discussion and raise questions for clarification on the topic discussed.



III. Date and Venue

The activity will be conducted online on 12 November 2020 with a morning and afternoon session.

- (1) A.M. Session 9:00am -12:00 noon - ADROs from Regions 1, 2, 3, 4, 5 NCR and CAR ;
- (2) P.M. Session 1:00pm - 4:00pm - ADRO's from Regions 6, 7, 8, 9, 10, 11, 12 and CARAGA

IV. Budgetary Requirements

All expenses to be incurred such as supplies and materials and other related expenses for this activity shall be charged against the revised ADR Committee Work and Financial Plan for FY 2020.

Prepared by:

ARMIN L. GONZALES
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Submitted by:

ATTY. GERALDINE DELA CERNA-RAMOS
Head, ADR Committee Secretariat