



Republic of the Philippines
**DEPARTMENT OF ENVIRONMENT AND NATURAL
RESOURCES**

Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26 to 29; 929-6633 to 35
929-7041 to 43; 929-6252; 929-1669

Website: <http://www.denr.gov.ph> e-mail: web@denrgov.ph



MAR 29 2021

MEMORANDUM

TO : ALL REGIONAL EXECUTIVE DIRECTORS
Regions I-XIII, NCR and CAR

ATTN: CHIEF, FINANCE DIVISIONS OF REGIONS

FROM : THE UNDERSECRETARY
Finance, Information Systems and Climate Change

SUBJECT : AUTHORITY TO UTILIZE PORTION OF ADR
COMMITTEE FUNDS DOWNLOADED FOR ADR
PROCEEDINGS AND ADR RELATED ACTIVITIES ON
COMMUNICATION/INTERNET EXPENSE

Pursuant to RA 9285¹, DENR Administrative Order 2016-30², DENR Administrative Order 2021-01³, and related issuance, the Department is mandated to institutionalize alternative dispute resolution (ADR) in the Department with the ADR Committee as the overall in-charge in the institutionalization.

In line with the mandate to institutionalize ADR in the Department, the ADR Committee for FY 2021 has strategized to strengthen the implementation of ADR mechanisms in the field offices and to improve the quality of ADR Services delivery to the public through downloading of funds to the regional offices from the Committee's budget allocation. The fund to be downloaded will be utilized to support the ADR Officers (ADROs) in providing ADR services for the resolution of claims and conflict cases pending and conduct of ADR related activities in their respective offices.

In view thereof, it is hereby authorized that a portion of the ADR Funds downloaded to the Regional Offices may be utilized for the ADROs' communication/internet expenses as specified in their regional Work and Financial Plan on ADR in accordance with government accounting and auditing policies.

For your guidance and reference.


ATTY. ANALIZA REBUELTA-TEH

¹ An Act to Institutionalize the Use of an Alternative Dispute Resolution System in the Philippines and to Establish the Office for Alternative Dispute Resolution, and for Other Purposes

² Guidelines in the Conduct of Alternative Dispute Resolution (ADR) in Land Management and Disposition

³ Guidelines in the Conduct of Virtual ADR Proceedings in the Resolution of Land Claims and Conflicts and Other Natural Resources Disputes in the Department



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09 MAR 2021

MEMORANDUM

FOR : **THE UNDERSECRETARY**
Finance, Information Systems and Climate Change

THROUGH : **THE DIRECTOR**
Financial and Management Service

ATTN: **CHIEF, BUDGET DIVISION**

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

SUBJECT : **DOWNLOADING OF FUNDS TO THE REGIONAL
OFFICES TO BE UTILIZED FOR ALTERNATIVE DISPUTE
RESOLUTION (ADR) ACTIVITIES**

Pursuant to the mandate of the ADR Committee to institutionalize Alternative Dispute Resolution (ADR) in the Department, and the approved Work and Financial Plan (WFP) of the Committee for FY 2021, the Committee has resolved to continue the support in the conduct of ADR process in the field offices and other ADR related activities through downloading a portion of its fund allocation. This fund support is a strategy to strengthen the gains that have been achieved in providing ADR services to the public as well as promoting the alternative means of resolving disputes pending before our Department. The downloading of a portion of ADR funds to regional and field offices commenced last year as an innovation by the ADR Committee to support the ADR Officers (ADROs) in their activities despite the pandemic and lack of financial allocation from their respective offices.

Based on ADR Committee Resolution No. 2021-01 dated 09 February 2021, the following shall be downloaded to each region:

PER REGION	ACTIVITIES					
	Support to compliance and monitoring of the conduct of In Person and Virtual ADR process and ADR related activities					
	REPRESENTATION (Meals and Snacks) (50299030)	SUPPLIES AND MATERIALS (50203010-02)	TRAVELING (50201010-00)	COMMUNICATION (50205020-01)	PRINTING AND ADVERTISEMENT OF IEC MATERIAL (50299020-00)	TOTAL PER REGION
Regions	50,00.00	50,000.00	40,000.00	35,000.00	25,000.00	200,000.00
Total	800,000.0	800,000.00	640,000.00	560,000.00	400,000.00	3,200,000.00

The downloading of the funds and release of allotment to the regional office shall be dependent on the submitted Regional WFP for ADR and ADR related activities that the ADROs will undertake in their respective offices. The WFP shall be prepared and recommended by the Focal Person of the Pool of ADROs (FADROs) from each region, approved and submitted by the Regional Executive Director to the ADR Committee.

Also, to ensure that funds are properly utilized, Regional Offices through the FADROs shall be required to submit to the ADR Committee their quarterly physical accomplishments and fund utilization report in accordance with their approved Regional WFP for ADR. The disbursement of funds for ADR and ADR related activities shall be in accordance with existing budgeting, accounting, procurement and auditing rules and regulations.

The Committee, through the undersigned, is thus requesting for the downloading of a portion of ADR Committee funds to Regional Offices to be utilized for above-mentioned ADR activities regionwide.

Attached for your reference is the WFP of the Committee for CY 2021 and the Resolution of the Committee on this activity as approved during its 16th Regular Meeting on 9th February 2021.

With the issuance of DAO 2021-01 (Guidelines in the Conduct of Virtual ADR Proceedings in the Resolution of Land Claims and Conflicts and Other Natural Resources Disputes in the Department), it is now imperative that the ADR Officer who will be conducting ADR process must be assisted for their communication expenses especially the provision of phone load allowance to perform their function. Such communication expense must be included in the regional work and financial plan based on their need.

Also attached is the draft memorandum for your consideration and approval.


 ATTY. MICHELLE ANGELICA D. GO



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Alternative Dispute Resolution Committee

RESOLUTION NO. 2021-01

**DOWNLOADING OF FUNDS TO THE DENR-REGIONS TO BE
UTILIZED FOR ALTERNATIVE DISPUTE RESOLUTION (ADR)
ACTIVITIES IN THE REGIONAL LEVEL**

WHEREAS, the ADR Committee, pursuant to Section 6, Chapter 3 of DENR Administrative Order 2016-30, is in charge of the overall implementation of ADR in the Department;

WHEREAS, part of the institutionalization strategies of ADR in the Department is the establishment of the pool of ADROs in every region that provides ADR services and promotes the use of ADR to clients, stakeholders and in their respective offices;

WHEREAS, the approved Work and Financial Plan (WFP) of the ADR Committee for FY 2021 have programs and activities which aim to strengthen the gains that have been achieved by the Committee and the ADROs in providing ADR services to the public, as well as promoting the alternative means of resolving disputes for cases pending before our Department;

WHEREAS, the ADR Committee, during its meeting on 09 February 2021, deemed it necessary to download portion of its fund to the ADR Pool of ADROs in every region for activities that would further strengthen the institutionalization of ADR program in the Department;

WHEREAS, the following are the activities in the ADR Committee WFP with fund allocation that would support the provision of ADR services and ADR related activities to be conducted by ADROs nationwide;¹

¹ ** Region 2 has zero rate of budget utilization on downloaded ADR funds, and per ADR Committee is required to submit their explanation before release of ADR Funds.

PER REGION	ACTIVITIES					
	Support to compliance and monitoring of the conduct of In Person and Virtual ADR process and ADR related activities					
	TRAINING (50202010-02)	SUPPLIES AND MATERIALS (50203010-02)	TRAVELING (50201010-00)	COMMUNICATION (50205020-01)	PRINTING AND ADVERTISEMENT OF IEC MATERIAL (50299020-00)	TOTAL PER REGION
Regions	50,00.00	50,000.00	40,000.00	35,000.00	25,000.00	200,000.00
Total	800,000.0	800,000.00	640,000.00	560,000.00	400,000.00	3,200,000.00

WHEREAS, the funds to be downloaded to regions will be utilized by the Pool of ADROs on activities that will support and monitor the conduct of ADR process and other related ADR activities;

WHEREAS, the release of allotment or downloading of the funds to the region shall be based on the Regional Work and Financial Plan for ADR and ADR Related Activities complying with the activities that the ADROs will undertake in their respective offices. The WFP shall be prepared by the Focal Person of the Pool of ADROs in consultation with all ADROs from each region, to be recommended by ADR Focal Person and approved by the Regional Executive Director for submission to the ADR Committee for review and monitoring of activities.

The disbursement of funds for ADR process and ADR related activities shall be in accordance with existing budgeting, accounting, procurement and auditing rules and regulations;

WHEREAS, to ensure that funds are properly utilized, all regions shall be required to submit to the ADR Committee, the Regional Quarterly Accomplishment Reports with corresponding fund disbursements and utilization, and physical accomplishments;

WHEREAS, the downloaded funds must be consistent with the Work and Financial Plan of the ADR Committee;

IN VIEW THEREOF, the ADR Committee **RESOLVED** that downloading of funds to the DENR-Regions to be utilized for ADR Activities in the Regional/PENR/CENR Offices be adopted and implemented;

ADR activities region wide and shall be requested with the Financial and Management Service of the Department.

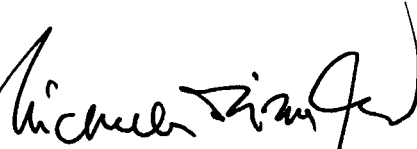
Adopted during the 16th Regular Meeting of the ADR Committee held on the 9th of February 2021 in Quezon City, Philippines.



ATTY. EMELYNE V. TALABIS
Acting Director
Land Management Bureau
Member, ADR Committee



ATTY. NORLITO A. ENERAN, LL.M, CESO III
Director
Legal Affairs Service
Member, ADR Committee



ATTY. MICHELLE ANGELICA D. GO
Assistant Secretary
Legal Affairs
Chairperson, ADR Committee