



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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01 JUL 2021

**URGENT MEMORANDUM**

**FOR/TO :** All Undersecretaries  
All Assistant Secretaries  
All Service Directors  
All Division Chiefs  
DENR Central Office

All Regional Executive Directors  
All Bureau Directors and Regional Bureau Directors  
All Heads of Attached Agencies

**FROM :** The Undersecretary  
Legal, Administration, Human Resources, and Legislative Affairs, and  
Chairperson, DENR Committee on Anti-Red Tape (DENR-CART) per  
Special Order No. 2021-325 dated 16 June 2021

**SUBJECT:** INVENTORY OF PENDING APPLICATIONS COVERING SIMPLE,  
COMPLEX, AND HIGHLY TECHNICAL TRANSACTIONS UNDER  
REPUBLIC ACT (RA) 11032 COVERING THE PERIOD JANUARY  
2020 TO END OF JUNE 2021, AND APPLICATIONS PENDING  
BEYOND THE PRESCRIBED PROCESSING TIME IN  
ACCORDANCE WITH YOUR UPDATED CITIZEN'S CHARTER


This refers to the attached Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-02 and Memorandum dated 27 February 2020 of this Office on the above subject.

In anticipation of the random post-audit as well as inspection that will be conducted by the ARTA covering the various offices of this Department, we reiterate the submission to this Office (through email address at [denr.arta@gmail.com](mailto:denr.arta@gmail.com)), **on or before 09 July 2021**, copy furnished the DENR's Committee on Anti-Red Tape (CART) Secretariat per Special Order (SO) 2021-325 (through email address at [fms.mgt@denr.gov.ph](mailto:fms.mgt@denr.gov.ph)), the above documents following the template marked as Annex "A" of the said ARTA MC.

All Regional Offices shall consolidate the compliances of their various offices, including their PENR and CENR Offices. Please take note that those which do not have pending request or application shall inform this Office by expressly stating or indicating in such inventory or list the absence of such pending request or application.

For any clarification or concern, you may coordinate with Forester Mark Vincent Yngente of the Internal Affairs Division-Legal Affairs Service (IAD-LAS) through the above email address of this Office or Telephone Nos. 8929-6626 local 1098.

For information and compliance.

  
ATTY. ERNESTO D. ADOBO, JR., CESO I

*[Handwritten mark]*  
(Memorandum Circular No. 2020-02 Annex "A"  
Series of 2020)

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Type of License, Clearance, Permit, Certification, Authorization	Name and Address of Applicant	Date of filing of application for license, permit, certification, authorization, clearance was filed	Date of issuance of license, clearance, permit, certification, authorization	Classification of Application (Simple, Complex or Highly Technical)