



Republic of the Philippines
 Department of Environment and Natural Resources
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 E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

MEMORANDUM

FOR/TO : All Chiefs, Finance Division
 Regions 1 to 13, CAR, NCR

FROM : The Chief,
 Management Division, Financial and Management Service (FMS)

SUBJECT : **REQUEST FOR DATA/INFORMATION ON REGIONAL AND
 PENRO ACCOUNTING SYSTEM STRUCTURE**

DATE : NOV 08 2021

In view of our desire to address the gaps in our Accounting System and the recurring audit findings regarding accounting errors and omissions, a Management Study is being conducted to shed light on the issues and arrive at recommendations and solutions. In this regard, we would like to ask for the following information regarding your respective Accounting Division/Section/Unit:

- A. Accounting Organizational Structure – Regional Office and PENRO
- B. Profile of Permanent and Contractual/Job Order Positions using the following format (Please note that there's no need to give the names):

DBM-Approved Plantilla Positions		
Count	Position*	Salary Grade Level
1	e.g. A 1 (filled-up**)	SG-1
2		
3		
4		
5		

*Indicate if personnel is a Certified Public Accountant (CPA).
 **Indicate whether DBM-Approved Plantilla Position is filled up or not

Actual Set-up (Permanent and Job Order)					
[No need to indicate the names. Please provide a complete count of existing personnel]					
A. PERMANENT					
Count	Position <small>(Please spell out)</small>	Salary & Salary Grade Level	Educational Background	Accounting- related trainings Attended	Description of the Scope of Work/Responsibilities
1	e.g. Chief Accountant CPA (Certified Public Accountant)	SG-16 (38,000)	BS Accountancy graduate		
2	Administrative Assistant 1	SG-10 (18,000)			
B. JOB-ORDER/CONTRACTUAL					
1	Admin Assistant	15,000	College Level 2 nd Yr BS Educ.		

- a. A complete count of DBM-approved plantilla positions (indicate whether filled up or not) and the actual count of existing permanent and contractual/job-order positions;
 - b. Indicate if personnel is a Certified Public Accountant (CPA);
 - c. Salary Grade, Salary and Plantilla Position of each;
 - d. Educational Background and Accounting-related trainings attended by both permanent and Job Order personnel; and
 - e. Description of the Scope of Work/Responsibilities of each personnel.
- C. Description of the Scope of Work/Responsibilities per office (e.g. Accounting Unit of PENRO Quezon;)

We request the PENROs to forward needed information to respective Regional Offices. Submission shall be by region through this email address: fms.mgt@denr.gov.ph.

Kindly indicate the cellphone number of your focal person (per region, per PENRO) for easy coordination should there be further questions and clarifications.

We shall greatly appreciate receiving the requested information from your end on or before November 12, 2021.

Thank you.


EVELYN G. NILLOSAN