



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, 1100 Quezon City
Tel Nos: (632) 929-6626 to 69, (632) 929-6252
929-6620; 929-6633 to 35; 929-7041 to 43
Website: www.denr.gov.ph

MEMORANDUM

TO : THE REGIONAL EXECUTIVE DIRECTORS
Regions 11, 12, and 13

FROM : THE ASSISTANT SECRETARY
Field Operations – Eastern Mindanao

SUBJECT : ELEPS: REITERATION OF ELEPS OFFICE GUIDELINES

DATE : MAR 08 2022

Furnished herewith is a memorandum from the Undersecretary for Enforcement dated 23 February 2022, received by this office last 03 March 2022, relative to the subject matter.

For information and guidance.


JOSELIN MARCUS E. FRAGADA, CESO III

Copy furnished:

- The Undersecretary for Field Operations and Environment

MEMO NO. 2022 - 131



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (632) 929-66-26 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> /Email: web@denr.gov.ph

MEMORANDUM

TO : ALL ELEPS PERSONNEL

FROM : THE UNDERSECRETARY
Enforcement

SUBJECT : REITERATION OF ELEPS OFFICE GUIDELINES

DATE : 23 February 2022

In reference to the memo issued by the OIC-Director, ELEPS dated 11 February 2022 with subject *Restructuring and Reiteration of Office Orders, Guidelines, and Designations for 2022*, be informed that all orders, office security guidelines, and designations stated in the aforementioned memo still stand, despite the recent leadership changes that occurred.

In the meantime, any operational activities will have to be cleared first with this office and other matters not covered by the cited memo.

For your guidance and compliance.


BENITO ANTONIO T. DE LEON

Copy Furnished:

- The Undersecretary
Legal, Administration, Human Resources and Legislative Affairs
- The Undersecretary
Field Operations and Environment
- The Assistant Secretary
Enforcement



Republic of the Philippines
Department of Environment and Natural Resources
Environmental Law Enforcement and Protection Service
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: denreleps2022@gmail.com

MEMORANDUM

TO : All ELEPS Personnel

FROM : THE OIC-DIRECTOR
Environmental Law Enforcement and Protection Service (ELEPS)

SUBJECT : RESTRUCTURING AND REITERATION OF OFFICE ORDERS,
GUIDELINES, AND DESIGNATIONS FOR 2022

DATE : FEB 11 2022

In adherence to the guidelines set by DENR Administrative Order (DAO) 2014-03 dated 26 March 2014, be informed that Special Orders (SOs) 2022-001, 2022-002, and 2022-003 are restructured and reiterated herein, as follows:

A. Office Guidelines

1. The office will only be open from 7:00 AM to 5:00 PM from Monday to Friday. No ELEPS personnel are allowed to stay in the ELEPS offices beyond 5:00 PM, except those who logged in at around 9:00 AM during Tuesdays and Fridays. The latter personnel are allowed to stay in the office until 6:00 PM, and no further beyond that. Unfinished work can be done at home, the next day, or for the next week, as the task necessitates.
2. Only ELEPS-designated D'Triumph utility personnel will be allowed to proceed to the office before and beyond the office hours mentioned above, and only to conduct cleaning and maintenance activities.
3. All computers, printers, photocopying machines, air conditioning units, electric fans, and other electrical equipment shall be shut down by 5:00 PM, except the items being used by those who are on duty until 6:00 PM.
4. All pre-operation and post-operation briefings, coordinating conferences, and other similar meetings which will be held before the 7:00 AM and beyond the 5:00 PM and 6:00 PM limits will only proceed upon direct instruction of the undersigned.
5. Upon return from the execution of a mission order, ELEPS Intelligence Officers and drivers are allowed to rest for fifteen minutes, and thereafter must leave the office premises.
6. Drinking of liquor inside the ELEPS office is hereby banned, in adherence to CSC Resolution No. 1100039.
7. Sleeping inside the ELEPS office premises is also hereby banned, unless directly authorized by the undersigned.
8. All visitors from outside the DENR are required to log in at the desk of the duty security guard before entering the ELEPS offices.
9. The duty security personnel will take note and report to the undersigned any infraction committed by any ELEPS personnel, and appropriate measures and action will be taken in relation to the violations committed.

National Law Enforcement Coordinating Committee – Sub-Committee on Organized Crime (NALECC-SCOC)

Permanent Representative: IO Rodney Claude M. Rafallo
1st Alternate Representative: IO Jaworski H. Fugen
2nd Alternate Representative: IO Kris Jairah G. Mercado

Philippine Center for Transnational Crime (PCTC) INTERPOL NCB Manila

Primary Representative: LR Joey B. de Chavez
Alternate Representative: IO Martin R. Racza

Anti-Illegal Logging Task Force (AILTF) Secretariat

Secretariat Leader: LR Joey B. de Chavez
Members: IO Martin R. Racza
IO Kris Jairah G. Mercado
EMS Chrisangelo D. Pagulayan
GIS Specialist Olivia R. Remedillo
GIS Specialist Alain Jude C. Alejan

2. The following ELEPS personnel are hereby designated as representatives to the following upcoming seminars/webinars:

Natural Resource Crime Investigations, International Law Enforcement Academy* (last week of March 2022)

MCE III Ma. Lourdes O. Griarte IO Martin R. Racza
IO Honorio M. Abenojar

* (Executive Assistant IV Antoinette Q. De Leon of the Office of the Undersecretary for Enforcement will be the 4th participant.)

US-Philippines Chemical Security Threat and Risk Assessment Workshop (by Anti-Terrorism Council, Program Management Center)

IO Fernando M. Granil, Jr.
IO Eugene D. Boco

Building Robust Toxin Attribution, Chemical-Biological Proliferation Activity Characterization for Ricin, To Enhance Post-Attack Investigations for Ricin

IO Kris Jairah G. Mercado
EMS Chrisangelo D. Pagulayan

E. Designation and Deployment of ELEPS Personnel to AFM

1. In adherence to the vision of the Secretary for strengthened environmental law enforcement and protection, and in order to better implement the objectives set forth by our Work and Financial Plan (WFP) for 2022, the following are hereby designated to their following AFM:

IO Kris Jairah G. Mercado	National Capital Region (NCR)
IO Martin R. Racza	Region I (Ilocos Region)
IO Wendel D. Vergara	Region II (Cagayan Valley)
IO Edwin A. Ong	Cordillera Administrative Region (CAR)

IO Larry I. Domingo	Region III (Central Luzon)
IO Rommel A. Del Rosario	
IO Jaworski H. Fugen	Region IV-A (CALABARZON)
IO Eduardo B. Constantino	
IO Fernando M. Granil, Jr.	Region IV-B (MIMAROPA)
IO Rodney Claude M. Rafallo	Region V (Bicol Region)
MCE III Maria Lourdes O. Griarte	Region VI (Western Visayas)
IO Ronald R. Milan	Region IX (Zamboanga Peninsula)
IO Honorio M. Abenojar	Region X (Northern Mindanao)
IO Ronald R. Milan	
IO Honorio M. Abenojar	Region XI (Davao Region)
IO Honorio M. Abenojar	Region XII (Soccsksargen)
IO Ronald R. Milan	
IO Eugene D. Boco	Region VII (Central Visayas)
	Region VIII (Eastern Visayas)
	Region XIII (Caraga Region)

2. **Col. Arnold M. Macadangdang (Ret.)** will act as the AFM Coordinator, and will directly report to the undersigned on relevant matters.
3. All deployed ELEPS personnel are advised to coordinate with the undersigned and with the designated ACFM Coordinator at all times, in particular with regard to their conduct of investigation, surveillance, information gathering, and other relevant activities. The approval of the undersigned for the conduct of operations must first be secured at all times.
4. To ensure the continued secrecy and safety of the teams and its members, the creation of individual code names is advised. All AFM personnel must present their codes to **IO Martin R. Racza** for his collation and presentation to the undersigned for reference.
5. Possible fund support for the deployment will be discussed as soon as possible.

All provisions of this memo are to be observed at all times. Failure to adhere to the above guidelines will result in disciplinary action from this office.

For information and strictest compliance.


REUEL N. SORILLA