



MEMORANDUM

11 APR 2022

FOR : ALL END-USER/IMPLEMENTING UNITS
DENR Central Office

FROM : The Undersecretary for Legal, Administration, Human Resources and
Legislative Affairs

SUBJECT : SUBMISSION AND/OR UPDATING OF ASSIGNED PERSONNEL AS
PROCUREMENT AND SUPPLY MONITORING OFFICERS

In line with the continuous improvement of the processing and monitoring of procurement activities and ensure the timely preparation, submission and monitoring of procurement documents and activities, may we respectfully request your office to submit and/or update the assigned names of focal personnel (principal and alternate) to be responsible in the preparation of Project Procurement Management Plan (PPMP) and other procurement related documents and activities, with their existing Facebook Messenger Account and updated email address on or **before 22 April 2022** to the Procurement Management Section-Property and Supply Management Division (PrMS-PSMD) through its email address at **denrcoprocurement2020@gmail.com**.

The assigned focal personnel will be included in the amendment of Special No 2022-28 dated 06 January 2022 and shall perform the following duties and responsibilities:

- a. Prepares and submits PPMP of their respective offices not later than the prescribed deadline;
- b. Prepares Purchase Requests (PRs) based on the scheduled Procurement Activities of their respective requirements indicated in their approved PPMP;
- c. Monitors the status of their approved PPMP vs processed PRs (in percentage);
- d. Prepares and submits approved Supplemental PPMP (S/PPMP);
- e. Monitors the milestone of their respective procurement requirements from Purchase Request up to Payment;
- f. Inputs status/activities of each project in the PMR and Tracking Sheet (google sheet);
- g. Prepares and submits Project Procurement Monitoring Report of all procurement requirements of their respective offices as per Memorandum No. 2021-688 dated 11 October 2021;
- h. Submits External Service Provider Performance Evaluation Form;
- i. Represents their office/committee in the conduct of PPMP preparation and updates related to procurement process, laws and regulations; and
- j. Closely coordinates with PrMS-PSMD and other concerned offices as necessary and discusses matters pertaining to procurement requirements/activities.

For immediate compliance.

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



Republic of the Philippines
Department of Environment Natural Resources
 Visayas Avenue, Diliman, Quezon City, 1100
 Trunkline (632) 929-66-26 c 929-6628 c 929-6635 c 929-4028 c 929-3618
 426-0465 c 426-0001 c 426-0347 c 426-0480 c 426-0491
 Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 c 755-3300

JAN 06 2022

SPECIAL ORDER
 No. 2022- 28

SUBJECT : DESIGNATING SOME DENR PERSONNEL AS PROCUREMENT AND SUPPLY MONITORING OFFICERS IN THEIR RESPECTIVE OFFICES

In the interest of the service and in line with the continuous improvement of the processing and monitoring of procurement activities and to ensure the timely preparation and submission of required procurement requirements in the DENR Central Office, the following employees are hereby designated as Procurement and Supply Monitoring Officers:


OFFICE	PRINCIPAL	ALTERNATE
OSEC	Mary Jane Tagal	Katherynne C. Prudente
OHEA	Rev Aidrian L. Morin	Ronie Boy M. Mamado
USEC/COS	Wajie M. Francisco	Jocelyn Y. Agravio
OULAHRLA	Yggdrasil Ana J. Ballesteros	Rowena B. Bitantes
OUPASC	Monaliza C. Omictin	-
OUFISCC	April Rose G. Mansueto	Jaqueline J. Matugas
OUPPIA	Luzminda B. Jarne	Rowena D. Gersalia
OUFOE	Gina I. Plete	Rochelle M. Alpay
OUAAMMA	Fe Rosalie R. Bation	-
O UWMLGU	Anthony M. Soria	Zachary O. Fetalvero
OUE	Carl Anthony M. Del Rosario	-
OASECLA	Arnie B. Zaragosa	-
OASECFOL	Gladys Joan C. Madelar	-
OASECFOV	Estela S. De Guzman	Marc Jordan A. Mendoza
OASECFOMLA	Vermon D. Timbas	Angelica V. Tugade
OASECE	Evelyn F. Cariño	Pierre Herbert Balite
OASECPPFASPS	Josefina G. Torio	-
OAFISMC	Veronica N. Agasen	-
OAAHRA	Aira Mae P. Valenzuela	-
SCIS-OD	Ma. Vannesa L. Bal	Ma. Helen C. Ladua
SCIS-PID	Maylene D. Ibardolasa	-
SCIS-DCD	Melvin B. Soriano	Crisanto F. Mejia
SCIS-SAEPD	Ma. Leonelyn Karol V. Tabares	Donita Rose O. Cleofas
SCIS-SMCRD	Franelie T. Dela Cruz	Harvy Daniel D. Ramirez
IAS-OD	Jannah Marielle C. Liwag	Claire R. Alferos
IAS-MAD	Aileen B. Navarro	Rhea N. Ho
IAS-OAD	Emmylou S. Puerta	Paola Bianca F. Limyoco
FMS-OD	Norman A. Puchero	-
FMS-AD	Wilma P. Villanueva	Mary Jane S. Noble
FMS-BD	Marika Joy D. Antonio	Jovan Christian R. Opeña
FMS-MD	Caroline B. Mahusay	Marc Genesis G. Bauzon
KISS-OD	Antonio S. Bautista, Jr.	Princess Dianne R. Rea
KISS-NIMD	Ronnel B. Vigil	Michael L. Pagulayan
KISS-SDRMD	Jose Henry M. Talabis	Kathleen Ann S. Dimalanta
KISS-ISD	Felino Don Pedro L. Austria	-

OFFICE	PRINCIPAL	ALTERNATE
LAS-OD	Ma. Theresa F. Terrado	Arnel P. Gonzales
LAS-LCPRMD	Ailene Jonel V. Balan	Jeanette P. Tismo
LAS-IAD	Mark Vincent C. Yngente	Virginia B. De Guzman
LAS-INaD	Paul Bryan F. Limyoco	Ma. Teresa G. Zamora
LAS-CCD	Gemmalie N. Briones	Raymond C. Fernandez
LAS-LPD	Lea Gloria A. Dela Cruz	Ralph Aaron A. Atienza
LAS-LROD	Juvymelle A. Bauyon	-
FASPS-OD	Hayde J. Lato	Wilhelmina C. Diez
FASPS-PMD	Jose T. Manuel, Jr.	Karlo S. Chanliongeo
FASPS-PAMD	Riann Marie L. Mendoza	Carlo B. Buentipo
FASPS-PPD	Mary Ann E. Tena	Mervin S. Murillo
FASPS-PMED	Emily V. Coronel	Alma P. Estrada
PPS-OD	Evangeline D. Pilac	Anna Marie B. Villarama
PPS-PPD	Jamima Abbilyn V. Sigue	Grace D. Huesca
PPS-PMED	Erlinda T. Villarosa	Maybele A. Umbrero
PPS-PSD	Maria Theresa M. Enriquez	Amer Arnold B. Luminog
HRDS-OD	Inghrid S. Busa	Isaiah B. Padre
HRDS-PD	Leo Angelo B. Prieto	Corita M. Bartolo
HRDS-CDD	Pamella L. Burlat	Rosalyn B. Tolentin
HRDS-TDD	Louisito P. Estacio	
AS-OD	Veronica D. Regalado	Maylyn A. Solis
AS-PSMD	Jessa B. Montes	-
AS-RMD	Maribel D. Garcia	Vann S. Llamera
AS-GSD	Rommel P. Romulo	Fe A. Mendizabal
CCS-OD/ CCMID	Imelda T. Matubis	-
CCS-CITSD	Jenifer D. Flores	-
RBCO	Marietta J. David	Jeremy Christian Q. Rola
MBCO	Raquel G. Maale	Richard Dean Z. Sison
PRCMO	Bryan August L. Mallillin	-
CARP	Mary Ann M. Asuncion	-
DENR Action Center	Torsina U. Asiong	Arse Miguel B. Arabejo
ELEPS	Gemina Rae C. Mercado	Martin R. Racza
TF Kalikasan	Marisol M. Gaurana	Katrinne Grace Reyes
TF Zero Backlog	Ricky Aristotle M. Arzadon	Lenard D. Pedro
BIATF-Secretariat	Rowena B. Bitantes	-
Bids and Award Committee	Ann Joanna B. Villarama	-
Disposal Committee	Jeffrey C. Gonzales	-
Green Procurement Committee	Kim L. Bustamante	Justine Love R. Molina
Anti-Fake Titles Committee	Mary-Ivick T. Somera	Joyce S. Culala
Alternative Dispute Resolution Committee	Mary Emmeline F. Custodio	-
General Santos Cancellation and Revision Team	Ma. Josephine S. Saguibo	-
Legislative Liaison Office	Ma. Victoria T. Somera	Everly J. Guerrero

The above listed employees shall be designated as Procurement and Supply Monitoring Officer/s of your respective office and shall perform the following duties and responsibilities:

- a. Prepares and submits PPMP of their respective offices not later than the prescribed deadline.
- b. Prepares Purchase Requests (PRs) based on the scheduled Procurement Activities of their respective requirements indicated in their approved PPMP.
- c. Monitors the status of their approved PPMP vs processed PRs (in percentage).
- d. Prepares and submits approved Supplemental PPMP (S/PPMP).
- e. Monitors the milestone of their respective procurement requirements from Purchase Request up to Payment.
- f. Inputs status/activities of each project in the PMR and Tracking Sheet (google sheet).
- g. Prepares and submits Project Procurement Monitoring Report of all procurement requirements of their respective offices as per Memorandum No. 2021-688 dated 11 October 2021.
- h. Submits External Service Provider Performance Evaluation Form.
- i. Represents their office/committee in the conduct of PPMP preparation and updates related to procurement process, laws and regulations.
- j. Closely coordinates with PrMS-PSMD and other concerned offices as necessary and discusses matters pertaining to procurement requirements/activities.

This Order shall take effect immediately.


ASSISTANT SECRETARY RUTH M. TAWANTAWAN, *CESO II*
Officer-in-Charge for the Office of Undersecretary for Administration
and Human Resources

