



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
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**MEMORANDUM**

FOR / TO : The Director  
Legal Affairs Service

The Assistant Director  
Biodiversity Management Bureau  
Ecosystems Research and Development Bureau  
Environmental Management Bureau  
Forest Management Bureau  
Land Management Bureau  
Mines and Geosciences Bureau

Representative, Office of the Secretary/ Head Executive Assistant  
Representative, Office of the Undersecretary for Legal,  
Administration, Human Resources and Legislative Affairs  
Representative, Office of the Undersecretary for Finance, Information  
Systems and Climate Change  
Representative, Office of the Undersecretary Policy, Planning and  
International Affairs  
Representative, Office of the Undersecretary for Field Operations (FO)  
- Luzon, Visayas and Environment  
Representative, Office of the Undersecretary for FO - Mindanao  
Representative, Office of the Undersecretary for Enforcement, Solid  
Waste Management, Local Government Units Concerns and  
Attached Agencies  
Representative, Office of the Undersecretary for Special Concerns,  
Muslim Affairs and BARMM  
Representative, Office of the Assistant Secretary for Policy, Planning  
and Foreign-Assisted and Special Projects  
Representative, Office of the Assistant Secretary for Enforcement,  
Solid Waste Management and Local Government Units Concerns  
Representative, Office of the Assistant Secretary for Legal Affairs  
Representative, Office of the Assistant Secretary for FO - Luzon and  
Visayas  
Representative, Office of the Assistant Secretary for FO - Eastern  
Mindanao  
Representative, Office of the Assistant Secretary for FO - Western  
Mindanao  
Representative, Office of the Assistant Secretary for Finance,  
Information Systems and Mining Concerns  
Representative, Office of the Assistant Secretary for Human  
Resources, Strategic Communication and Sectoral Initiatives

Representative, Office of the Assistant Secretary for Administration  
and Legislative Affairs  
Representative, Office of the Assistant Secretary for Indigenous  
Peoples Affairs  
Representative, Office of the Assistant Secretary for Special Concerns-  
Mindanao  
Representative, Legal Affairs Service  
Representative, Climate Change Service  
Representative, Strategic Communication and Initiatives Service  
Representative, Foreign-Assisted and Special Projects Service  
Representative, River Basin Control Office

FROM : The OIC Director  
Policy and Planning Service

SUBJECT : **HIGHLIGHTS OF THE POLICY TECHNICAL WORKING  
GROUP (PTWG) MEETING NO. 2022-04 HELD ON MAY 11,  
2022, 9:00 AM THROUGH IN-PERSON AND ZOOM  
PLATFORM**

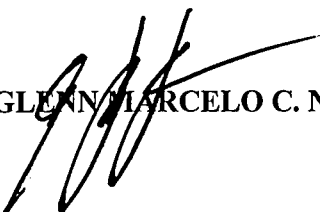
DATE : 19 MAY 2022

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Furnished herewith is the Highlights of the Policy Technical Working Group (PTWG) Meeting No. 2022-04 held on May 11, 2022, 9:00 AM through in-person and Zoom platform, which tackled the following proposed policies:

1. Draft DENR Administrative Order (DAO) re Delegation of Authority to Approve Land Surveys to the Chief of Surveys and Mapping Division; and
2. Draft DENR Memorandum Order (DMO) re Guidelines on the Operationalization, Administration, and Proper Use of External DENR Web Portal (EDWP) and Regional External DENR Web Portal (REDWP)

For your information.

  
GLENN MARCELO C. NOBLE



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**DENR-POLICY TECHNICAL WORKING GROUP**  
**Minutes of Meeting No. 2022-04**  
May 11, 2022, 9:00 AM  
Combination of Virtual via Zoom and In-Person Meeting  
PPS-PSD, 3/F DENR Bldg., Visayas Ave., Diliman, Quezon City

**I. Attendees**

1. Dir. Glenn Marcelo C. Noble, PPS
  2. Asec. Hiro V. Masuda, OASHRSCSI
  3. Asst. Dir. Mayumi Q. Natividad, ERDB
  4. Mr. Chito B. Reyes, OSEC/OHEA
  5. For. Llarina S. Mojica, PSD
  6. Ms. Maria Cristina Francisco, OUFOLVE
  7. Engr. Roberto M. Aguda, OASPPFASP
  8. Ms. Ma. Rainelda Ferraris, SCIS
  9. For. Adele Siapno, OASL
  10. Mr. Juan B. Eborra, ERDB
  11. For. Flordelino Rey, OASPPFASP
  12. Mr. Gino Sison, BMB
  13. Atty. Jesse Bañas, LAS
  14. Mr. Darwin R. Tejerero, BMB
  15. Ms. Cheen Ann C. Aricheta, LMB
  16. Ms. Olivia Remedillo, OUESWMLGCAA
  17. Ms. Carmen Aquino, NCR
  18. Ms. Kryshlaine T. Raquel, OASPPFASP
  19. For. Rachell Abenir, BMB
  20. Engr. Bienvenido F. Cruz, LMB
  21. Ms. Heartleen R. Albajera, OUFOM
  22. Ms. Mari Claire T. Miguel, SCIS
  23. Ms. Yasmin Roselle Caparas, MEO-South
  24. For. Maureen N. Reyes, OUFOM
  25. Ms. Encarmila Panganiban, OULAHRLA
  26. Ms. Carmen M. Aquino, NCR
  27. Ms. Aira Valenzuela, OASFOEM
  28. Mr. Daryl Dao, OASFOEM
  29. Ms. Ma. Theresa V. Legaspi, CCS
  30. Ms. Jean U. Ocampo, OASFOWM
  31. Mr. Antonio S. Bautista, Jr., KISS
  32. Mr. Dennis Segovia, KISS
  33. Mr. Paul Brian Lachica, FMB
  34. Ms. Ericka Marie Jabagat, OASFOWM
  35. For. Dianne Lanugan, FMB
  36. Ms. Alexandra M. Labore, LMB
  37. For. Lovella Luzette Galindon, LMB
  38. Engr. Teodorico A. Sandoval, MGB
  39. For. Teodorico L. Marquez, Jr., MGB
  40. Mr. Mark Carlo H. Cruz, MGB
  41. Ms. Ma. Laila A. Taoingan, OASLA
  42. Mr. Gaudencio Crisostomo, Jr., MGB
  43. Mr. John P. Picio, Jr., BMB
  44. For. Ma. Angela Tamoria, OUFOLVE
  45. Engr. Manuel M. Binuya, MGB
  46. Mr. Elias C. Susaya, Jr., OASFISMC
  47. Ms. Catherine C. Pagkatipunan, LLO
  48. Mr. Eugene Parafiaque, ERDB
  49. Ms. April Anne Casas, OASHRSCSI
  50. Atty. Marivic Bunoan, LAS
  51. Ms. Kris Jairah G. Mercado, ELEPS
  52. Ms. Belly M. Cabeso, EMB
  53. Engr. Myla C. Carungi, OUFOLVE
  54. Ms. Ma. Anna Katrina Manapat, SCIS
  55. Ms. Erlynne Carla Lucero, OASL
  56. Mr. Dave Daguro, OASFOEM
- Secretariat (PPS-PSD)
57. Mr. Nehemiah Leo Carlo B. Salvador
  58. Ms. Anna Michelle I. Lim
  59. For. Amisol B. Talania
  60. Ms. Nim Hyde Eusebio
  61. Ms. Mary Lou Retos
  62. Ms. Maria Theresa Enriquez
  63. For. Emma Liwliwa B. Medina
  64. Ms. Zayrelle Ann Suello

15 **II. Highlights of the Meeting**

16  
17 The meeting commenced at 9:30 AM and was presided over by Dir. Noble. He proceeded  
18 to read the agenda for the meeting.

19  
20 **1. Draft DENR Administrative Order (DAO) re Delegation of Authority to Approve**  
21 **Land Surveys to the Chief of Surveys and Mapping Division (SMD)**

22  
23 *Presentation and Discussions:*

- 24  
25 ● Dir. Noble informed that a meeting with the proponent was conducted on May 4,  
26 2022 to further discuss the proposed policy. The essence of the same is the delegation  
27 of authority to approve land surveys to the Chief, SMD, which was previously vested  
28 with the Assistant Regional Director for Technical Services (ARD-TS). The  
29 objective is to streamline the process of approval.  
30  
31 ● Engr. Cruz shared that the Geodetic Engineers of the Philippines, Inc. (GEP) made  
32 a courtesy call to the Secretary wherein they discussed topics on the streamlining of  
33 operation regarding approval of survey plans. Subsequently, an instruction was  
34 given to LMB Assistant Director Romeo Verzosa to draft a policy delegating the  
35 authority to the Chief, SMD of the Regional Office. According to Engr. Cruz, the  
36 pertinent legal policies such as Presidential Decree (PD) No. 1529, RA No. 8560,  
37 DAO No. 2007-2 and DMC No. 2010-13 were reviewed to ensure that there will be  
38 no violation regarding the delegation of authority to the Chief, SMD from the ARD-  
39 TS. Thereafter, it was agreed upon that a policy will be proposed. The LMB also  
40 considered the recommendation under the Quality Management System (QMS) to  
41 lessen the signatories in the documents of the Department.  
42  
43 ● Engr. Cruz informed that the draft policy was consulted with the different DENR  
44 offices. Section 4 of thereof will not modify, but will lessen the steps/procedures.  
45 Similarly, it will not drastically change the present LAMS-IVAS operation. The  
46 LMB-Geodetic Survey Division (GSD) proposed that the policy be considered by  
47 the Bureau's Policy Review Committee.  
48  
49 ● On the title, Ms. Caparas suggested the possible inclusion of the Regional Office  
50 (RO) to emphasize that the policy only applies to the said offices. In reply, Engr.  
51 Cruz stated that while the RO may be added, the LMB has no such position as Chief  
52 of SMD. He stressed that all the SMDs are in the Regional Offices; the equivalent  
53 office in the LMB is the Geodetic Survey Division.  
54  
55 ● On Section 2, For. Siapno asked for clarification whether survey plans are submitted  
56 only in the Regional Offices and not in the LMB. Engr. Cruz responded that the  
57 LMB does not approve survey plans considering that it is a staff bureau and the  
58 operations are delegated to the Regional Offices concerned which have jurisdiction  
59 over the area. As a follow-up, For. Siapno opined that the said delegation is limiting  
60 if focused on the ROs, as there may be submissions to other offices. In this case, the  
61 other offices will be constrained from acting on these submissions. Dir. Noble  
62 remarked that the statement is already acceptable.  
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- For. Lanugan noted the lack of a section on Basic Policy which is a part of the prescribed format for policies under the Enhanced DENR Policy Development System. Dir. Noble opined that the draft policy no longer necessitates a basic policy since it is not an Implementing Rules and Regulations, but just a mere delegation of authority or procedural guidelines. In addition, Section 1 already provides for the rationale which is the streamlining of procedures. He is of the opinion that such kinds of policies would no longer require a basic policy, unless the Legal Affairs Service has a different opinion. Atty. Bañas remarked that there is nothing wrong with the current format. Dir. Noble shared that the proposed delegation of authority was tackled in the draft Revised Manual of Authorities on Technical Matters.
  - On the query regarding which policy was amended by the proposed policy, Dir. Noble explained that the same indirectly amended DAO No. 2007-29 and DMC No. 2010-13. Under DMC No. 2010-13, the signatory of survey plans is the Regional Technical Director (RTD) for Lands. With the new DENR Organizational Structure under EO 366, the authority to approve plans was vested with the ARD-TS, as reflected in DAO No. 2016-07 or the Manual of Authorities. However, the Manual of Authorities is subject of revision and the Revised Manual has been endorsed for approval of the Secretary.
  - For. Siapno remarked on the policy with which the proposed policy will be anchored on. While awaiting its approval, she asked on the possible assigning of a control/policy number for the draft DAO on the Revised Manual of Authorities, which will then be cited in the proposed policy. In reply, Dir. Noble stated that this may only result in a chicken-and-egg situation. For. Siapno withdrew her comment given the reply of Dir. Noble.
  - While he earlier acceded to the current draft, Atty. Bañas recommended the inclusion of a section on Basic Policy, for guidance of the ROs. Dir. Noble remarked that the Basic Policy and Objectives would be sometimes one and the same. Atty. Bañas agreed and noted that it would be a redundancy of statements. For. Lanugan also agreed with the point raised by Dir. Noble. With this, the suggestion to include a section on Basic Policy was not carried.
  - On Section 3, Dir. Noble explained that the reason for the inclusion of a designated Assistant Division Chief is the lack of a plantilla position for the same. He stated that the purpose of the section is not only the delegation of authority to the Chief, SMD but to highlight that the Assistant Division Chief should be a licensed GE. He informed that per Engr. Henry Pacis of LMB, there is a section in the SMD that does not require the Chief to be a GE. Relatedly, For. Rey asked if there is a plantilla position for Assistant Division Chief under the DENR reorganization. In reply, Dir. Noble stated that there is none, hence, the inclusion of a designated Assistant Division Chief. On the query of For. Rey whether this is allowed under the organizational structure, Dir. Noble informed that during the discussion with the LMB, it was raised that there is a section where the Chief is not a licensed GE.
  - For. Siapno raised the issue on the accountability of the recommendatory official should there be legal issues and concerns with regard to survey plans, given that said official is only designated.

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- Engr. Aguda expressed agreement with the suggestion that one of the Section Chiefs may be designated in concurrent capacity as Assistant Division Chief. The said official should come from the Section involved in the processing of survey plans. According to him, there is a principal section that reviews survey plans. Dir. Noble concurred with the suggestion to indicate the Chief of the Section concerned. On the query whether all Section Chiefs under the SMD should be licensed GEs, Engr. Cruz responded that all the Section Chiefs of SMD are GEs, except for the Records Section. He informed that there are 3 or 4 sections under the SMD, i.e., Aggregate Section, Original Surveys Section and Cadastral Section. In addition, the Chief of the Field Network Party is also a GE, but this has been transferred to another Division.
  - Mr. Manalili stressed that the focus of discussion should be on the delegation of authority to approve surveys, and not on the technicalities which will get the group to nowhere. Going back to the other policies will entail a lot of discussions. Dir. Noble remarked that only Section 3 of the draft policy needs to be addressed. Engr. Cruz commented that the Division Chief should be given the leeway to designate an Assistant Division Chief from a section that is not loaded with work. Accordingly, the section from which the Assistant Division Chief will come from should not be specified.
  - Dir. Noble suggested doing away with the line “upon recommendation of the designated Assistant Chief” in Section 3 of the proposed policy, in order to have only one signatory in the survey plan. Atty. Bañas concurred with the suggestion as this is consistent with the purpose of streamlining the process. According to him, the inclusion of the the Assistant Chief as signatory will only be adding another layer considering that the survey plan goes through the review process of other sections. Engr. Cruz shared that under the current process, officials from some sections indicate their initials under the name of the Chief, SMD. With the proposed policy, the Assistant Chief will now be a signatory in the survey plan.
  - For. Siapno opined that there is no need to designate an Assistant Division Chief who will act as recommending official for the approval of survey plans. Instead, the role may be assigned to the Section Chief of the unit directly involved with survey and mapping. With this, the Section Chief will not just be countersigning/putting their initials, but will become full signatory in the survey plan, thus, claiming accountability. Engr. Cruz agreed that this may be done, depending on the type of plan submitted. According to him, the matter will be consulted with the LMB management. With this, the survey plan template will be revised by indicating the Chief of the Section that will recommend approval. Relatedly, Dir. Noble suggested revising the line in Section 3 as “upon the recommendation of the Section chief concerned (Chief of Original Surveys Section, in the case of original surveys, Chief of the Aggregate Section, in the case of aggregate surveys, Chief of the Subdivision Section, in the case of subdivision surveys, etc.)” Atty. Bañas agreed with the suggestion of Dir. Noble.
  - On the query of Atty. Bañas whether the law requires that all Section Chiefs should be GEs, Engr. Cruz affirmed that in the GEP law or RA No. 8560, these officials should be licensed GEs.

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- For. Siapno reiterated her point that Section 3 should specify the recommending official, for accountability and to avoid grey areas. On the query of Dir. Noble whether there are other survey plans not included in the statement in the parenthesis stated above, Engr. Cruz replied that there are regions with Survey Control Section, where political boundary surveys are approved. Dir. Noble asked if such survey is contemplated under Section 2. Engr. Cruz replied in the affirmative, stating that Section 2 covers all kinds of survey plans.
  - Atty. Bañas asked about the implication of the Revised Manual of Authorities being approved ahead of the proposed policy. In reply, Dir. Noble informed that the Revised Manual of Authorities already reflects this delegation of authority to the Chief, SMD. What is being clarified is the recommendation for approval of the survey plan.
  - Dir. Noble explained that in the original/existing Manual of Authorities, the approving authority is the ARD-TS. However, this is now being devolved to the Chief, SMD under the proposed policy. He also mentioned that no layer was added, and that the only change is the Section Chief concerned becoming a signatory in the survey plan.
  - On the query of Dir. Noble whether any of the three (3) Section Chiefs under the SMD may not be a GE, Engr. Cruz replied that these officials should all be GEs. This being the case, Dir. Noble opined that the line “The designated Assistant Chief of the SMD should be a licensed Geodetic Engineer in accordance with R.A. No. 8560” may be removed. Engr. Cruz concurred with the suggestion.
  - Dir. Noble inquired if there are no other surveys approved in the ROs. Engr. Cruz responded that there are also correction surveys approved in the Aggregate Section. Dir. Noble expressed apprehension that an issue may arise in case there are other surveys necessitating approval but not cited in Section 3. Engr. Cruz agreed and stated the possibility of new classification of surveys that may come out in the future.
  - Mr. Manalili commented that this was the issue he raised earlier. According to him, there may be many other surveys that will be missed by limiting those that will be indicated in Section 3, such as the surveys processed by the Department of Agrarian Reform (DAR) for issuance of Certificate of Land Ownership Awards (CLOAs). Engr. Cruz informed that such surveys fall under the Aggregate Section; foreshore land surveys fall under the Original Section, and that there are many other classifications of survey. He remarked that putting all the classifications of survey in the proposed policy will unnecessarily lengthen the same.
  - Dir. Noble remarked that there is no harm in retaining the line which states that the Section Chief should be a licensed GE. The provision of RA 8560 is merely being highlighted.
  - Dir. Noble clarified that the draft Revised Manual of Authorities only provides for the approving authority and not the recommending official. The delegation of authority to the Chief, SMD to approve survey plans has been reflected in the Manual. The proposed policy being reviewed clarifies the recommending authority.

- 214 ● The members of the PTWG moved for and seconded the endorsement of the draft  
215 policy for approval of the Secretary.  
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*Agreements:*

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- 219 1. On Section 3, delete “a designated Assistant Chief” and replace with “the Section  
220 Chief concerned;”  
221 2. Revise the Annex to reflect the revision in Section 3;  
222 3. The PTWG endorsed the approval of the draft policy.  
223

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**2. Draft DENR Memorandum Order (DMO) re Guidelines on the  
225 Operationalization, Administration, and Proper Use of External DENR Web  
226 Portal (EDWP) and Regional External DENR Web Portals (REDWP)**  
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*Presentation and Discussions:*

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- 230 ● Ms. Ferraris and Ms. Miguel presented a brief background of the proposed policy.  
231 Mr. Eborá requested that the body dispense with the discussion on the subject/title  
232 of the proposed policy.  
233

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- 235 ● On the prefatory statement, Mr. Eborá requested the citation of more recent guiding  
236 policies from the Department of Information and Communications Technology  
237 (DICT), as the ones mentioned are old or may no longer be up-to-date. According to  
238 him, the said Department has more recent issuances that are fit for the prefatory  
239 statement. Ms. Miguel took note of the suggestion.

240

- 241 ● On Section 1, For. Lanugan proposed changing the heading to Basic Policy instead  
242 of Declaration of Policy, consistent with the Enhanced DENR Policy Development  
243 System. She also suggested the deletion of the line “The state recognizes the vital  
244 role of communication and information in nation-building” since this is already  
245 stated under Section 1.

246

- 247 ● For. Rey remarked that the existing DENR web portal includes the regional web  
248 portals. He asked whether these regional external web portals are independent from  
249 the external DENR web portal. In reply, Ms. Ferraris informed that there used to be  
250 an internal website for DENR employees, which is no longer used. This was  
251 differentiated from the external web portal. Ms. Miguel added that with regard to the  
252 REDWPs, these have their respective URLs but are linked with the main server of  
253 the DENR. On the query of For. Rey whether the REDWPs are outside of the EDWP,  
254 Ms. Miguel replied that all these regional web portals are hosted in the main website  
255 of the DENR, although the regional offices are in charge of operating their respective  
256 websites. The REDWPs may be directly accessed as these have their own web  
257 addresses.

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- 259 ● Dir. Noble stated that to put it simply, the query of For. Rey is whether the Regional  
260 Offices’ websites are separate, but whether a web portal can be accessed from the  
261 other is another question. The Regional Offices can access the website of the DENR,  
262 and in turn, the Central Office can also access the website of the Regional Offices.  
He added that the subject of discussion are websites and portals, and not the main



263 server, which is independently operated. The users can directly access the web, but  
264 can also do this through the main DENR website.  
265

- 266 ● On the suggestion of Mr. Lachica whether the term “external” may be changed to  
267 sub-website or any other appropriate term, Ms. Ferraris replied that the use of the  
268 said term is meant to differentiate it with the internal DENR web portal. This is  
269 where the online newsletters are posted, and which can be accessed by the DENR  
270 employees only. Ms. Aquino agreed with the remarks and reiterated that the DENR  
271 used to have two (2) websites- the internal which is for the employees only, and the  
272 external which is for the public. She concurred that since the internal website is no  
273 longer functional, the term “external” may be removed.  
274
- 275 ● On the query of For. Rey regarding the deletion of the internal website, Ms. Aquino  
276 replied that presently, it is not functional. Ms. Miguel added that per the Knowledge  
277 and Information Systems Service (KISS), the internal website is parked but that the  
278 KISS will be creating a new website, in line with the Information System Strategic  
279 Plan (ISSP) enhancement. Ms. Ferraris agreed with the suggestion to remove the  
280 term “external.”  
281
- 282 ● For. Rey commented that the main DENR website may cover both the internal and  
283 external portals. In reply, Ms. Ferraris stated that there is a different management  
284 system for the internal portal. For. Rey suggested integrating the internal with the  
285 main web portal, the separate access of which will be dependent on the Web  
286 Administrator. Ms Aquino shared that in the internal website, there are information  
287 exclusive to internal users such as trainings. The HRDS will benefit greatly with the  
288 operation of the internal website, e.g., instead of issuing certificates of training to the  
289 participants, the HRDS need only to double-check whether said participants are  
290 included in the website. The Special Orders issued are also uploaded in the internal  
291 website. She also informed that the internal website contains the link to the external  
292 website. On the suggestion of For. Rey, Ms. Aquino replied that the KISS may be  
293 the one that can address the matter. With regard to the internal website, Ms. Miguel  
294 informed that only those with accounts in the active directory may access the same.  
295 Dir. Noble agreed with the point raised to have only one (1) website for the DENR.  
296
- 297 ● Mr. Lachica noted that the internal system was not tackled in other portions of the  
298 proposed policy. He also asked the reason for changing the term DENR website to  
299 portal when it contains the same functionality. Dir. Noble replied that the term  
300 “external” will be deleted. On the question regarding the more appropriate term to  
301 be used, i.e., whether “web portal” or “website,” Ms. Miguel informed that the ISSP  
302 provides for the EDWP (web portal).  
303
- 304 ● Mr. Tejerero expressed agreement with the suggestion of For. Rey regarding the  
305 integration of the internal with the main DENR website. The internal website may  
306 just be only one page of the main DENR website. He suggested defining the scope  
307 of the draft policy, to possibly cover the internal website.  
308
- 309 ● For. Reyes commented that the DENR website may be maximized to cater not only  
310 to the stakeholders but also to the DENR employees. With regard to information  
311 exclusive to the DENR, a password or username may be provided to access the  
312 internal website. All these may be added in the functionality of the main website to

313 capture the particulars concerning the DENR employees. In reply, Ms. Miguel stated  
314 that the suggestion may be possibly done and workable. A link or page may be  
315 provided to access the internal website. On the suggestion to include the internal  
316 website, Dir. Noble remarked that the provision in Section 2 will be revised by  
317 adding the line “for its employees and stakeholders.”  
318

- 319 ● Ms. Miguel remarked that since the ISSP provides for the EDWP, it may be stated  
320 that the EDWP is also the DENR website. On the question raised by Dir. Noble  
321 whether the web portal also pertains to the website, or whether there are cases where  
322 the web portal is not a website, and the possible implication of using the term  
323 “website” instead of “web portal,” Ms. Aquino replied that these may be answered  
324 by the KISS. Ms. Miguel informed that they will consult the matter with the said  
325 office.  
326
- 327 ● Dir. Noble asked the proponent to present the whole draft policy so that the PTWG  
328 members may have a grasp of the general provisions. Ms. Miguel proceeded to read  
329 the same.  
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- 331 ● On Section 5.5., For Siapno suggested replacing the terms “He/she” with the exact  
332 designation of the personnel mentioned.  
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- 334 ● On Section 2, Mr. Eborá noted the lack of specific objective/s with regard to the  
335 Central Office EDWP.  
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- 337 ● Mr. Lachica also noted the lack of time element/timeline for the activities.  
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- 339 ● Ms. Cabeso inquired if the EMB and other Bureaus are integrated in the web portal.  
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- 341 ● For. Mojica informed that the RBCO has submitted comments on the draft policy.  
342
- 343 ● Ms. Caparas also pointed out that the clearance of data was not mentioned. She  
344 mentioned that all the contents to be uploaded in the web portal should undergo  
345 clearance from the offices concerned.  
346
- 347 ● Mr. Eborá reiterated his suggestion to expand the objectives to include the Central  
348 Office EDWP, and whether the Bureaus may be covered. Dir. Noble instructed the  
349 proponent to clarify the matter. In reply, Ms Miguel shared that the crafting of the  
350 proposed policy was a result of the system roll-out conducted in the Regional Offices  
351 in 2019 by the KISS, SCIS and the developer. Hence, the scope and coverage was  
352 limited only to the Central and Regional Offices websites.  
353
- 354 ● Dir. Noble inquired whether the Bureaus and Attached Agencies are not covered by  
355 the proposed guidelines. Mr. Eborá also asked on where to relegate the  
356 concerns/materials of the Bureaus. Dir. Noble mentioned that this will most likely  
357 be displayed through a link in the main website. He added that the draft policy may  
358 be able to cover the internal website.  
359
- 360 ● Mr. Eborá shared that while the ERDB website was developed in accordance with  
361 the DICT guidelines, the Bureau is also awaiting the issuance of a DENR guidelines  
362 on the matter. According to him, the ERDB website is operational but is independent

363 from the DENR main website. Ms. Miguel responded that the KISS may provide the  
364 answer being the office mandated with the hosting of DENR websites. She added  
365 that the Bureaus and Attached Agencies were not considered in the crafting of the  
366 proposed guidelines since they cannot adapt to the DENR main website as they have  
367 specific requirements. The server can only accommodate so much, hence, the focus  
368 on the Regional Offices. She mentioned that the LMB website is hosted by the DICT.

- 369
- 370 ● Mr. Bautista explained the difference between web portal and website. According to  
371 him, the graphics shown is what is indicated in the ISSP content management system  
372 which includes the website database and external portal and the website,  
373 incorporated in the web database. The KISS hosts the external web portal of the  
374 DENR as well as the internal web portal for employees. The separate websites  
375 (Regional Offices websites) are those that are hosted by the Department aside from  
376 the main website. He mentioned that the KISS is hosting the `denr.gov.ph`. and inside  
377 this portal is the linking with other offices that it is hosting.  
378
  - 379 ● On the suggestion to have a DENR web portal that will include both the external and  
380 internal web portals, Mr. Segovia commented that technically, this is the system  
381 established to separate the public facing from the internal web portal. Such is the  
382 mechanism for the employees to access the internal web portal. The different  
383 identities are being separated by a log-in requirement but physically, only one system  
384 handles both. On the query of Dir. Noble if it is possible to only have one web portal,  
385 Mr. Segovia informed that the KISS is setting this up. Currently, the IDWP is  
386 suspended as the Joomla (content management system) platform is not compliant  
387 with the requirements of the DICT for website hosting. Nevertheless, the activity is  
388 already slated for implementation. He added that the web portal is just one; they are  
389 just separating the external from the internal. The website indicated in the diagram  
390 is the placeholder of other websites hosted by the Department. Mr. Bautista  
391 commented that they will consider the suggestion.  
392
  - 393 ● Dir. Noble remarked that the discussion is focused on the issue regarding the deletion  
394 of the term “external.” Relative to this, Ms. Miguel asked the KISS representatives  
395 if the EDWP is defined in the ISSP and the implication if the word “external” is  
396 removed. Mr. Segovia responded that they distinguished the external from the  
397 internal and this is reflected in the ISSP. Dir. Noble stated not to discuss the merits  
398 but the contents of the draft policy. Once the matter has been clarified, the definition  
399 of the DENR web portal will be polished. He suggested moving on with the other  
400 provisions of the proposed policy, and to set aside for the meantime anything that  
401 has reference to the term “external.”  
402
  - 403 ● For. Rey suggested that the SCIS and KISS discuss and settle the issue first, and to  
404 tackle the suggestion raised by Mr. Eborra regarding the inclusion of the Bureaus and  
405 Attached Agencies, as there may be external clients looking for these within the  
406 DENR website. Dir. Noble agreed. He remarked that the KISS only looked into the  
407 Central and Regional Offices web portals but failed to consider the Bureaus and  
408 Attached Agencies. The KISS should prepare the necessary requirements for the  
409 inclusion of these offices.  
410
  - 411 ● For. Reyes echoed the comment of For. Rey that for the improvement of the web  
412 portal as a whole, the KISS should explore the possibility of including the other

- 413 offices. The Regional Offices have their own websites, but these are linked with the  
414 DENR main website. She asked if it is possible to also link the Bureaus and Attached  
415 Agencies' websites with that of the DENR's by clicking a link. Ms. Miguel replied  
416 that all the offices' websites are linked with the main website of the DENR.  
417
- 418 ● Mr. Segovia stated that with regard to the suggestions of For. Reyes and For. Rey,  
419 all websites are linked to the main DENR website. It so happens that the template  
420 provided to the Regions came from the SCIS. There are Bureaus that were able to  
421 register their own domain with the DICT, thus, they have their own customized  
422 domain. However, the DICT is not allowing the Bureaus to have their own domain;  
423 the mother agency will be the main domain. He added that a web portal is a collection  
424 of the different websites of the Department. They can provide the template to all  
425 offices but the domain such as that of the BMB will be deleted once placed under  
426 the main DENR website. Dir. Noble commented that other offices already have their  
427 own domain and will only require a link to the main DENR web portal. Mr. Segovia  
428 informed that currently, the DENR hosts its own portal. However, the website will  
429 eventually be migrated to and hosted by the DICT. Dir. Noble expressed agreement  
430 with the hosting of the website by the DICT for added protection.  
431
  - 432 ● Mr. Tejerero shared that the BMB already availed of the hosting of DICT in 2016.  
433 The Bureau was among the first to comply with AO 39; it submitted the website for  
434 evaluation. The hosting by the DICT provides various advantages as it covers  
435 vulnerability assessment of the website. He inquired on which guidelines (whether  
436 DICT or DENR) to follow in case of website migration. He also supported the  
437 suggestion to include a provision in the proposed policy regarding the clearinghouse  
438 mechanism so that the information to be uploaded are validated.  
439
  - 440 ● Mr. Eborá remarked that if the Bureau's website is linked with the main DENR  
441 website, the general guiding principles will come from the DENR, but the trafficking  
442 of contents is solely the call of the ERDB Director.  
443
  - 444 ● Ms. Cabeso commented in the chatbox that per the EMB's ICT, link or access may  
445 be provided.  
446
  - 447 ● On Sub-section 2.1., Dir. Noble asked on the appropriateness of the objective. Mr.  
448 Lachica suggested defining instead the roles and responsibilities of offices and  
449 describing the procedures for operation, i.e., "Define the roles and responsibilities of  
450 each DENR office and key personnel in the operation of the DENR Central and  
451 Regional Office web portal."  
452
  - 453 ● On Sub-section 2.2., Mr. Lachica suggested the following formulation: "Provide the  
454 procedures and protocols for the uniform operation and management of the DENR  
455 central and regional web portals, particularly on the following matters:"  
456
  - 457 ● On Sub-section 2.2.1., Mr. Lachica suggested deleting "digital images" and adding  
458 "knowledge and information materials."  
459
  - 460 ● For Sub-sections 2.2.3. and 2.2.4., Mr. Lachica noted that these provisions are just  
461 the same, hence, he suggested deleting said items. For Sub-section 2.2.2., he

462 proposed the addition of “functionality”. The provision shall be read as:  
463 “Enhancement of EDWP/REDWP design and functionality.”  
464

- 465 ● On Section 3, Dir. Noble asked whether the term “operationalization” is aptly used.  
466 In reply, Mr. Lachica suggested replacing the term with “operation.” On line 55 of  
467 the same section pertaining to the EDWP/REDWP, Ms. Miguel suggested removing  
468 the slash (/) and changing this with the word “and.” Further on Section 3, Dir. Noble  
469 proposed the deletion of the line “which shall be for the use of RSCIGs and  
470 designated website administrators or web focal persons, and DENR service units  
471 with website modules or are module owners.” There was also a suggestion to add  
472 the term “management.” The provision shall now read as: “This Order shall cover  
473 the operation, administration, management, and proper use of the EDWP and  
474 REDWP.”  
475
- 476 ● On Sub-section 4.2., Mr. Eborá asked on which other portions of the draft policy the  
477 term “End-user” was used. In reply, Dir. Noble mentioned that it was used in Sub-  
478 section 5.6. (5.7.). Mr. Eborá noted the lack of an objective in Section 2 that is meant  
479 to engage the End-user. Relatedly, Dir. Noble asked the proponent whether the term  
480 still needs to be defined. Ms. Miguel responded that it may be removed. Mr. Eborá  
481 proposed that instead of removing the term, another objective related to the  
482 appreciation of End-users/clients may be added. If the end-user is not included, the  
483 proposed guidelines will be relegated to the DENR alone. In response, Dir. Noble  
484 suggested incorporating the word “End-users” at the end of Section 2.  
485
- 486 ● Still on Sub-section 4.2., Mr. Lachica noted the repetition of the statements  
487 pertaining to viewing, printing and downloading. Dir. Noble suggested the  
488 reformulation thereof as: “End-user refers to the general public (e.g., students,  
489 stakeholders, private/public organizations, etc.), DENR officials and personnel, or  
490 any person who has access to the EDWP/REDWP, for purposes of viewing, printing  
491 or downloading contents;”  
492
- 493 ● On Sub-section 4.4., Dir. Noble suggested copying the relevant contents of Sub-  
494 section 4.1.  
495
- 496 ● On Sub-section 4.5., Dir. Noble suggested correcting the IG of RSCIG as “Initiatives  
497 Group.”  
498
- 499 ● On Sub-sections 4.6. and 4.7., Mr. Lachica noted the similarity of the definitions.  
500 Dir. Noble suggested indicating the specific roles of the personnel being defined.  
501 Ms. Miguel clarified that Sub-section 4.6 refers to office while Sub-section 4.7.  
502 pertains to the personnel.  
503
- 504 ● On Sub-section 4.2., For. Mojica mentioned that the comment of the RBCO concerns  
505 the limitations for End-users to access web materials. In reply, Ms. Miguel informed  
506 that the matter is provided in the responsibilities of the End-users under Section 5.  
507 With regard to the query of Dir. Noble as to who approves the contents, Ms. Miguel  
508 replied that this will be added as an annex.  
509

- 510 ● As to the query of Mr. Lachica regarding the provider of the article, Ms. Miguel  
511 replied that this is also defined in the proposed policy. When asked by Dir. Noble if  
512 the provider refers to the Module Owner, Ms. Miguel replied in the affirmative.  
513
- 514 ● On Sub-section 4.6., For. Mojica asked if the office may be specified/identified.  
515
- 516 ● With regard to the provider of contents, Ms. Aquino informed that at the Regional  
517 Office level, it is the staff of the RICTU that is involved. On the other hand, the  
518 RSCIG does the lay-outing. Dir. Noble recognized that the proposed guidelines  
519 delineates/sets the roles of the different offices and personnel. Ms. Miguel concurred  
520 that it is being proposed for uniformity in implementation.  
521
- 522 ● On Sub-section 4.11., Dir. Noble suggested adding the word “functionality.”  
523
- 524 ● For. Mojica inquired on the difference between the Web Content Administrator and  
525 the Web Technical Manager. Ms. Miguel responded that the Content Administrator  
526 pertains to the office, while the Technical Manager refers to the personnel.  
527
- 528 ● On Section 5, Dir. Noble suggested deleting the specific personnel and replacing this  
529 with “Key Personnel.”  
530
- 531 ● On Sub-section 5.1., Dir. Noble asked if the KISS is also responsible for monitoring  
532 the REDWP. Ms. Miguel replied in the affirmative. She suggested deleting the slash  
533 (/) and adding the word “and” in EDWP/REDWP.  
534
- 535 ● Ms. Aquino inquired on who acts as Web Focal Person and Web Technical Manager.  
536
- 537 ● On Sub-section 5.1., Mr. Lachica commented that the responsibility of the KISS is  
538 on functionality and performance. On the other hand, it is the SCIS that is responsible  
539 for the design guide based on the identity of the Department. Hence, it was suggested  
540 that the term “appearance” be removed. He also informed that the KISS is  
541 responsible for ensuring the availability of the EDWP and REDWP. Thus, he  
542 suggested the following reformulation: “The Knowledge and Information Systems  
543 Service (KISS) of the DENR Central Office shall be responsible for the availability,  
544 functionality and performance of the EDWP and REDWP. It shall act as Web  
545 Technical Administrator.”  
546
- 547 ● On Sub-section 5.2., Mr. Lachica requested clarification if it is the SCIS that is  
548 responsible for monitoring the contents of the REDWP. Ms. Miguel replied that  
549 when it comes to the Regional Offices, it is the RSCIG that monitors the content.  
550
- 551 ● Ms. Miguel explained that the SCIS does not monitor the banners posted in the  
552 DENR website, only the transparency seals and other pages as required under the  
553 PDP. Dir. Noble asked about the role of the SCIS with regard to web content  
554 management. He asked if the functions provided are the roles of the Web Content  
555 Administrator. He also sought the statement which indicates that the SCIS manages  
556 the web contents. Ms. Miguel replied that the materials which the offices request to  
557 be uploaded in the DENR website goes through the SCIS, such as the ERDB’s  
558 request for the uploading of module on Sylvatrop.  
559

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- Mr. Segovia informed that the SCIS also manages the design appearance and color scheme under web content management. The KISS may customize the template according to the recommended design or color palette of the SCIS.
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- 564
- Dir. Noble remarked that he cannot see the role of the SCIS with regard to web content management, hence, he suggested improving the statement by indicating its specific responsibility in this regard. Mr. Lachica suggested stating Sub-section 5.2. similarly with Sub-section 5.1. According to him, web content management by the SCIS is the sanitizing of contents posted in the website.
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- Dir. Noble asked the meaning of web content administration. He opined that web content management is so broad. Ms. Miguel replied that the SCIS is responsible for the contents of the website. Dir. Noble commented that this may be about the development of content for the website. Ms. Caparas suggested changing the function under the first sentence of Sub-section 5.2. to: "The SCIS shall be responsible for coming up with policies and guidelines on the standard content and operations of the EDWP."
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- For Sub-section 5.3., it was suggested that the formulation of Sub-section 5.2. be copied.
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- On Sub-section 5.5., Dir. Noble asked if the web materials developed will only come from the SCIS-PID. In addition, he asked about where the Module Owners will come in and if they develop web materials. Ms. Miguel replied that the Module Owners are those who put contents in the website, while it is the SCIS-PID that uploads these contents. Ms. Ferraris added that administrators are assigned for the uploading of modules. The different offices develop their own modules, which are then uploaded in the website through the SCIS. The Administrative Service uploads laws and policies, while the HRDS uploads L&D materials. On the query of Dir. Noble whether the Module Owners will simply update the module contents, Ms. Ferraris replied on the affirmative.
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- On Sub-section 5.5.1, Dir. Noble noted the lack of a statement indicating whether the Web Focal Person should come from the KISS or SCIS. Ms. Miguel responded that they will state that these personnel will come from these offices. Dir. Noble stressed that it should be clear that there are two (2) persons considered as Web Focal Person, and that their roles should be explicit. Their functions should also be distinct. Ms. Miguel replied that in the original draft, the Web Administrator and Web Focal Person are the same, but this was differentiated per the discussion on May 4, 2022. On the query of Dir. Noble as to who acts as Web Focal Person, Ms. Miguel replied that the Web Focal Person refers to the head of the SCIS. Dir. Noble noted the inconsistency in the statements of Ms. Miguel.
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- Dir. Noble remarked that the proponent should define the functions so there is standardized personnel in the Region and Central Office. Ms Miguel replied that the Special Order was issued on this in 2019. In addition, the proposed guidelines was crafted in the same year.
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- Dir. Noble instructed the conduct by the SCIS of a separate meeting on the proposed policy together with the KISS. On his query whether the KISS was involved in the
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- 609

610 crafting of the proposed policy, Ms. Miguel replied that said office provided  
611 comments thereon. She shared that the guidelines was already formulated prior to  
612 the rollout. Dir. Noble commented that a lot could have changed from 2019 to the  
613 present. Ms. Miguel informed that the comments from the Regions are recent.  
614

- 615 ● Mr. Eborá echoed the statement of Dir. Noble to have a meeting between KISS and  
616 SCIS to delineate their functions, as well as to differentiate the functions of the  
617 Central Office and the Regional Offices.  
618
- 619 ● Dir. Noble stated that the proposed policy was not totally discussed; all the while he  
620 was under the impression that the same only involves the SCIS. He asked to suspend  
621 the discussion on the matter and requested the SCIS and KISS to review totally the  
622 draft policy. He stressed that the delineation of functions and roles should be clear.  
623 It should be considered that the reader of the proposed guidelines is not well-versed  
624 on IT. Moreover, the crafting should be improved. Thereafter, he stated that the PPS  
625 will have a face-to-face meeting with the KISS and SCIS.  
626
- 627 ● A suggestion was raised to also invite representatives from the RSCIG and RICTU  
628 in order to have regional office perspective. Moreover, Mr. Lachica proposed the  
629 inclusion of the Bureaus in the scope and coverage of the draft policy.  
630
- 631 ● The other agenda was deferred to Wednesday next week, May 18, 2022. Dir. Noble  
632 stated that the PTWG Meeting will be held on the afternoon, while the meeting with  
633 the SCIS and KISS will be conducted in the morning of the same date.  
634

635 ***Agreements:***

- 636 1. On the prefatory statement:
  - 637 - Supplant the DICT policy mentioned with the recent applicable DICT  
638 policy/ies;
  - 639 - Delete the line “The State recognizes the vital role of communication and  
640 information in nation-building” as this is already mentioned in Section 1;  
641
- 642 2. Change the heading of Section 1 to Basic Policy;
- 643 3. Remove the term “External” in the various portions of the draft policy;
- 644 4. On Section 2, add the line “other activities to End-Users;”
- 645 5. On Section 2.1., the RSCIG, change the term “Information” to “Initiative;”
- 646 6. Revise the sub-sections of Section 2 as:
  - 647 “2.1. Define the roles and responsibilities of each DENR office and key personnel  
648 in the operation of the DENR Central and Regional Office web portal; and  
649  
650
  - 651 2.2. Provide the procedures and protocols for the uniform operation and  
652 management of the DENR Central and Regional Office web portal, particularly  
653 on the following matters:
    - 654 2.2.1. Uploading/posting of required documents including knowledge and  
655 information materials; and
    - 656 2.2.2. Enhancement of EDWP/REDWP design and functionality.”
- 657 7. On Section 2, expand the objectives by adding a provision related to the  
658 appreciation of the EDWP by the End-users;



- 659 8. Revise the statement in Section 3 as: "This Order shall cover the operation,  
660 administration, management, and proper use of the EDWP and REDWP;"
- 661 9. Reformulate the definition of the End-user under Sub-section 4.2. as: "End-User  
662 refers to the general public (e.g., students, stakeholders, private/public  
663 organizations, etc.), DENR officials and personnel, or any person who has access  
664 to the EDWP/REDWP, for purposes of viewing, printing or downloading contents;"
- 665 10. On Sub-section 4.4., copy the relevant statements under Sub-section 4.1.;
- 666 11. On Sub-section 4.5., correct the IG of RSCIG as "Initiatives Group;"
- 667 12. On Sub-section 4.11., add the word "functionality;"
- 668 13. On Section 5, revise the heading as: "Responsibilities of Offices and Key  
669 Personnel;"
- 670 14. Revise Sub-section 5.1. as: "The Knowledge and Information Systems Service  
671 (KISS) of the DENR Central Office shall be responsible for the availability,  
672 functionality and performance of the EDWP and REDWP. It shall act as Web  
673 Technical Administrator;"
- 674 15. On Sub-section 5.2., include a statement that the SCIS shall be responsible "for  
675 coming up with policies and guidelines on the standard content and operations of  
676 the EDWP;"
- 677 16. For Sub-section 5.3., copy the formulation of Sub-section 5.2.;
- 678 17. Consider the possible integration of the internal with the external DENR web portal;
- 679 18. Consider the inclusion of timeline for the activities;
- 680 19. Include the Bureaus and Attached Agencies in the scope of the proposed policy;
- 681 20. Include a provision on clearance mechanism for the uploading of contents; and
- 682 21. Conduct a meeting among the PPS, SCIS and KISS to further review the draft  
683 policy. The delineation of functions between the SCIS and KISS, as well as between  
684 the Central Office and the Regional Offices should be clarified. The meeting will  
685 be held in the morning of May 18, 2022. Representatives from the RSCIG, RICTU  
686 will be invited.

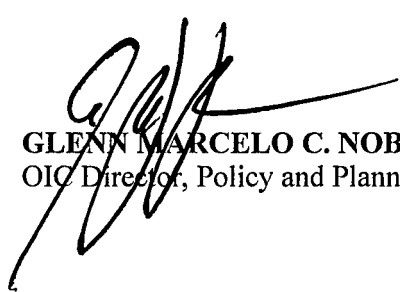
687  
688 **3. Draft DAO re Issuance of Provisional Agreement for Special Uses in Protected**  
689 **Areas**

- 690  
691 • Dir. Noble instructed the deferment of the proposed policy to the next PTWG  
692 Meeting, to be held in the afternoon of May 18, 2022.

693  
694 There having no other matters to discuss, the meeting was adjourned at 4:06 PM.

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698 Prepared by the Secretariat

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701 Noted by:

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707 **GLENN MARCELO C. NOBLE**  
OIC Director, Policy and Planning Service