



NOTICE OF MEETING

MAY 24 2022

FOR/TO : **DENR Regional Offices**
All Assistant Regional Directors for Technical Services
All Chiefs, LPDD

FMB-FRUAS
James Alvic Delmier Baloto

FROM : **The Director, Internal Audit Service, and**
Head, Sub-CART on SPICS

AGENDA : **DISCUSSION ON THE ISSUANCE OF TREE CUTTING PERMIT, AS THE EXTERNAL SERVICE TO BE ENROLLED FOR THE FY 2022 STREAMLING AND PROCESS IMPROVEMENT OF CRITICAL SERVICES (SPICS)/PROCESS RESULTS**

- FY 2022 Guidelines on SPICS/Process Results
- Latest DENR Citizen's Charter on Forestry
- Received Complaints

DATE : 27 May 2022 (9:30 am)

VENUE : Video Conferencing via Google Meet
meet.google.com/jra-chhm-tts

This has reference to the AO25 IATF Memorandum Circular No. 2022-1 or the FY 2022 PBB Guidelines dated 24 March 2022, particularly on Section 4.2.1 Process Results, which states that:

“For FY 2022, the target will be substantive improvements in ease of doing business/ease of transaction with respect to **two (2) critical services** consisting of **one (1) core service (external)** based on the mandated function of the agency and **one (1) support/administrative service (internal)** as declared in the agency's/SUC's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.”

Further, the Memorandum Circular also stipulates that the following factors/criteria shall be considered in identifying two (2) critical services to be enrolled for SPICS:

- a. A **core service** which is a process needed to achieve the overall mission and objectives of the public sector organization. These services may refer to those that are aligned with the agency's mandate and main functions.
- b. The **most complained service** with the greatest number of complaints received by the agency and other complaints-handling agencies.

- c. The **service/s with the greatest number of pending transactions or backlogs** that went beyond its prescribed processing time as declared in the agency's Citizen's Charter.
- d. A service that **generates income/revenue** for the government.
- e. A service **attributable to the Major Final Outputs (MFOs)/Programs** of agencies.
- f. A service that **involves inter-agency action** to complete the transaction.

Relative to this, you are hereby enjoined to attend the meeting and discuss/impart insights on the said agenda.

For questions and clarifications, your staff may contact **For. Jake Lorenz C. Aldovino** of the Management Audit Division at telephone number (02) 8926-6576 or email us at ias.mad@denr.gov.ph.


VICENTE B. TUDDAO, JR., Ph.D., CESO IV



Cc : **The Head Executive Assistant**
The Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
The Undersecretary for Field Operations (Luzon and Visayas) and Environment
The Undersecretary for Field Operations (Mindanao)

**DISCUSSION ON THE ISSUANCE OF TREE CUTTING PERMIT,
AS THE EXTERNAL SERVICE TO BE ENROLLED FOR
THE FY 2022 SPICS/PROCESS RESULTS**

Video Conferencing via Google Meet
27 May 2022

PROGRAMME

Time	Activity	Responsible Person
9:20 am – 9:30 am	Registration of Participants/ Call Time	
9:30 am – 9:40 am	Introduction/Recognition of Participants	CJ T. SAVELLA IAS-MAD
9:40 am 10:10 am	<u>Meeting Proper</u> <ul style="list-style-type: none"> • Call to Order • Presentation and Discussion on the Agenda <ul style="list-style-type: none"> ○ FY 2022 Guidelines on SPICS/Process Results ○ Latest DENR Citizen’s Charter on Forestry ○ Received Complaints on the Issuance of Tree Cutting Permits 	VICENTE B. TUDDAO JR. Director, IAS, and Head, Sub-CART on SPICS CRISTINA S. ROSARIO Chief, IAS-MAD, and Assistant Head, Sub-CART on SPICS
10:10 am – 12:00 pm	Open Forum	VICENTE B. TUDDAO JR. Director, IAS, and Head, Sub-CART on SPICS CRISTINA S. ROSARIO Chief, IAS-MAD, and Assistant Head, Sub-CART on SPICS

JAKE LORENZ C. ALDOVINO, IAS-MAD
Moderator