



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
929-7041 to 43; 929-6252; 929-1669  
Website: <https://www.denr.gov.ph> E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph)

**MEMORANDUM**

**FOR** : **THE REGIONAL EXECUTIVE DIRECTORS**  
Region I, II, III, CAR, IV-A, IV-B, V

**ATTN** : **THE RIVER BASIN FOCAL PERSONS**  
Region I, II, III, CAR, IV-A, IV-B, V

**FROM** : **THE EXECUTIVE DIRECTOR**  
River Basin Control Office (RBCO)

**SUBJECT** : **ADVISORY ON THE ROLL-OUT OF THE WEB-BASED RIVER  
BASIN INTEGRATED INFORMATION MANAGEMENT  
SYSTEMS (RBIIMS) ON 14-16 SEPTEMBER 2022 IN PAMPANGA**

**DATE** : 5 September 2022

For participants attending the event on 14 – 16 September 2022, please be advised of the following:

<b>CONCERNS</b>	<b>ADVISORY</b>
<b>DATE/TIME</b>	<ul style="list-style-type: none"><li>- The roll-out of the web-based RBIIMS for Luzon Cluster will be held on 14 – 16 September 2022 (Wednesday – Friday).</li><li>- The Opening Program on 14 September 2022 will start at 8:00 AM (please see attached Program).</li></ul>
<b>VENUE</b>	<ul style="list-style-type: none"><li>- The activity will be conducted face-to-face at Hacienda Gracia Resort and Hotel, Lubao, Pampanga.</li></ul>
<b>PARTICIPANTS</b>	<ul style="list-style-type: none"><li>- The participants of the activity shall follow the list as indicated in the Special Order.</li><li>- In case the mentioned participant in the signed SPO has been replaced/proxied by someone or unable to attend the activity, kindly inform the RBCO immediately/ahead of time for the facilitation of creation of a user account in the RBIIMS portal and for adjustment of rooming assignment.</li><li>- It is a requirement that the participants who will attend the roll-out of the web-based RBIIMS should be fully vaccinated.</li><li>- Participants are encouraged to observe minimum health and safety protocols on CoVid-19.</li></ul>
<b>TRANSPORTATION</b>	<ul style="list-style-type: none"><li>- For attendees who have no service vehicle, there will be a Service Bus to be provided. Kindly fill-up the online registration form at <a href="https://bit.ly/3TV0sy6">https://bit.ly/3TV0sy6</a> to confirm your attendance and other details such as transportation mode you will take.</li><li>- Travelling expenses of participants who won't be accommodated by the service shall be charged against their respective office.</li></ul>
<b>FOOD</b>	<ul style="list-style-type: none"><li>- Breakfast, AM Snack, Lunch, PM snack and Dinner shall be provided in the event.</li></ul>



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CONCERNS	ADVISORY
	<ul style="list-style-type: none"><li>- Participants with special food requirements due to health/religious concerns should inform the Secretariat by filling up said online registration at least a week before the event.</li></ul>
ACCOMODATION	<ul style="list-style-type: none"><li>- Check-in will start at 2:00 PM on 13 September 2022.</li><li>- Check-out will be at 12:00 NN on 16 September 2022.</li><li>- For room assignments and distribution of key cards, kindly approach the concierge.</li><li>- Please return the room keys/cards upon check out.</li></ul>
OTHERS	For other concerns, you may communicate with RBCO through electronic mail at <a href="mailto:rbco@denr.gov.ph">rbco@denr.gov.ph</a> .

FOR YOUR INFORMATION AND GUIDANCE.

  
NELSON V. GOROSPE



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## ROLL-OUT OF THE WEB-BASED RIVER BASIN INTEGRATED INFORMATION MANAGEMENT SYSTEM FOR LUZON CLUSTER

### PROGRAMME

Day/Time	Activities
<b>Day 1</b>	
8:00-8:30	Welcoming Remarks/Message
8:30-9:00	Introduction to the training course Leveling-off of expectations
9:00-9:30	Introduction to information management
9:30-12:00	Introduction to the RB-IIMS Accessing/Logging in the web-based RB-IIMS
12:00-1:00	Lunch
1:00-1:30	Data classification, screening and conversion
1:30-2:30	Functionalities of the web-based RB-IIMS <ul style="list-style-type: none"> <li>➤ Import and export</li> <li>➤ Database maintenance</li> <li>➤ Dropdown menus</li> <li>➤ Query system</li> </ul> Exercise 2: Modifying dropdown menus
	Encoding data (lectures and exercises) <i>Note: Exercises on data encoding will use the standardized numbering of data entries based on Philippines Geographic Codes.</i>
2:30-3:30	Site/Region data (Exercise 3)
3:30-4:30	Biological data (Exercise 4)
4:30-5:30	Socioeconomic data (Exercise 5)



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5:30-6:00	Wrap-up
<b>Day 2</b>	
8:00-9:00	Process check
9:00-10:00	Demographic data (Exercise 6)
10:00-10:15	Break
10:15-11:00	Governance data (Exercise 7)
11:00-12:30	Pollution sources data (Exercise 8)
12:30-1:30	Lunch
1:30-2:30	Natural and cultural heritage
2:30-3:45	Monitoring data (Exercise 9)
3:45-4:00	Break
4:00-5:00	Water resources data (Exercise 10)
5:00-5:30	Wrap-up
<b>Day 3</b>	
8:00-9:00	Process check
9:00-10:00	Physiographic data (Exercise 12)
10:00-11:00	Natural and Human-made hazards data
11:00-12:00	Recap of the module
12:00-1:00	Lunch break
1:00-1:30	Evaluation
1:30-3:00	Action planning
3:00-3:15	Break
3:15-4:30	<ul style="list-style-type: none"> <li>• Awarding of certificates</li> <li>• Closing</li> </ul>



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## **SPECIAL ORDER**

No. 2022- \_\_\_\_\_

**SUBJECT : AUTHORIZING THE CONDUCT OF THE ROLL-OUT OF THE WEB-BASED RIVER BASIN INTEGRATED INFORMATION MANAGEMENT SYSTEM (RBIIMS) FOR LUZON AND MINDANAO CLUSTERS**

In the interest of the service and in line with the full implementation of the Integrated River Basin Management and Development Master Plan (IRBMDMP), the conduct of the Roll-out of the Web-Based River Basin Integrated Information Management System (RBIIMS) for Luzon and Mindanao Clusters is hereby authorized. The said activities will be held on September 14-16, 2022 in Clark, Pampanga and October 19-21, 2022 in Cagayan de Oro City through face to face meeting in Region Nos. III and X, respectively.

The activity will cover the following: (1) Overview of Web-Based RBIIMS; (2) Hands on Testing of various data fields and system features; and (3) Discussion of identified issues and recommendations.

The following are hereby authorized to attend:

### **Participants:**

#### **Luzon Cluster**

1. Gladys Jade Palberas – CAR, River Basin Focal Person
2. Cirilo M. Gali – CAR, ISA III
3. Barbara M. Pernia – Region 1, River Basin Focal Person
4. Bernard B. Quiros – Region 1, ISA III
5. Severino Antonio – Region 2, River Basin Focal Person
6. Helen P. Catolos – Region 2, ISA III
7. Minerva J. Martinez – Region 3, River Basin Focal Person
8. Karl Kevin D. Tallorin – Region 3, ISA III
9. Jesus Posadas, Jr. – Region 4-A, River Basin Focal Person
10. Kayeleene Princess B. Dalisay – Region 4-A, ISA III
11. Ronie E. Alpajaro – Region 4-B, River Basin Focal Person
12. Jioliza E. Cabrera – Region 4-B, ISA III
13. Marlene M. Francia – Region 5, River Basin Focal Person
14. Rene L. Manzanades – Region 5, ISA III
15. Ismael Marco M. Bolesa – PENRO Abra
16. Bryan B. Samuel – PENRO Benguet
17. Rosa H. Binwag – PENRO Ifugao
18. Nieves M. Aquisio – PENRO Mountain Province
19. Iyalee D. Manaysay – PENRO Apayao
20. Roman Christian M. Abad – PENRO Ilocos Norte
21. Warren C. Garcia – PENRO Ilocos Sur
22. Joseph Q. Garcia – PENRO Pangasinan

23. Jofelson P. Layugan – PENRO Cagayan
24. John Paul B. Mabasa – PENRO Isabela
25. Gilnard C. Añana – PENRO Nueva Vizcaya
26. Honorio F. Toribio, III – PENRO Quirino
27. Rommed R. Cabuya – PENRO Bulacan
28. Jansen Pierre G. Fernandez – PENRO Nueva Ecija
29. Keith Luemil T. Escudero – PENRO Pampanga
30. Czar Richard Lawrence E. Manlutac – PENRO Tarlac
31. Michael Ryan G. Alcance – PENRO Zambales
32. Henry A. Marmol – PENRO Occidental Mindoro
33. Ronaldo I. Suarez – PENRO Oriental Mindoro
34. Jasmin P. Arsolon – PENRO Rizal
35. Wilkin Einstein P. Narte – PENRO Quezon
36. Melvin Y. Ilagan – PENRO Batangas
37. Crispin D. Mediona – PENRO Albay
38. Erlinda M. Elep – PENRO Camarines Sur

**Mindanao Cluster**

1. Victor Ivy L. Chiu – Region 8, River Basin Focal Person
2. Naomi C. Ansale – Region 8, ISA III
3. German M. Romano, Jr. – Region 9, River Basin Focal Person
4. Cyrus B. Bayawa – Region 9, ISA III
5. Analie L. Uayan – Region 10, River Basin Focal Person
6. Maria Lapertina S. Madridano – Region 10, ISA III
7. Gabriel M. Baute – Region 12, River Basin Focal Person
8. Eric A. Cagaanan – Region 12, ISA III
9. Lindsey A. Buna, PENRO Eastern Samar
10. Anabelle S. Tuyak – PENRO Leyte
11. Emmanuel Angelo A. Zorilla – PENRO Northern Samar
12. Maclouis Yasshen L. Calimba – PENRO Samar
13. Jayson R. Sarabia – PENRO Zamboanga del Norte
14. Earl Marc J. Domingo – PENRO Bukidnon
15. Jobbie C. Porquez – PENRO Lanao del Norte
16. Thetis Teresa I. Borje – PENRO Misamis Occidental
17. Vincent Dave M. Loyola – PENRO Misamis Oriental
18. Jomyr H. Flores – PENRO South Cotabato
19. Adrian Alquiza – PENRO Sarangani
20. Armando C. Victoria – PENRO North Cotabato
21. Abdulsalam O. Kusin – PENRO Sultan Kudarat

**Resource Persons:**

1. Executive Director Nelson V. Gorospe – RBCO
2. Daisy Padayao – PEMSEA
3. Rodante Corpuz – PEMSEA

**Secretariat:**

1. Two (2) staff from RBCO
2. Two (2) Representatives from DENR KISS - ISD

Expenses such as food and accommodation will be shouldered by RBCO. For Luzon Cluster, a vehicle will be provided by RBCO for transportation from DENR Central Office to venue of program and vice versa for DENR Central Office Officials, RBCO Staff, Resource Persons from PEMSEA, and Secretariat from KISS. For Mindanao Cluster, airplane tickets of the DENR Central Office Officials, Employees, and RBCO Staff will be charged against the River Basin Control Office funds. Other travelling expenses of participants shall be charged against the funds of their respective offices, subject to the usual accounting and auditing rules and regulations.

All safety and health protocols and prescribed minimum health standards such as but not limited to wearing of face masks and observance of social distancing as well as prescribed Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines shall be strictly observed for the entire duration of the activity

A report shall be submitted to the undersigned within fifteen (15) days after the conduct of the said activity.

The Undersecretary for Policy, Planning, and International Affairs is authorized to amend this Special Order in case of additional and/or substitution of participants, or reschedule the activity should there be unavailability of the venue or conflict with other activities of the Department.

The Order shall take effect on the dates specified herein.

**ATTY. ERNESTO D. ADOBO, JR., *CESO I***  
Undersecretary for Legal, Administration,  
Human Resources and Legislative Affairs