



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : **Undersecretaries**
Head Executive Assistant
Assistant Secretaries
Heads of Attached Agencies
▪ LLDA, NAMRIA, NWRB & PCSD
Bureau Directors
▪ Staff – BMB, ERDB, FMB and LMB
▪ Line – EMB and MGB
Regional Executive Directors
Regional Directors, EMB and MGB
Service Directors
▪ Financial and Management Service (FMS)
▪ Policy and Planning Service (PPS)
Executive Director
▪ Manila Bay Coordinating Office (MBCO)
Division Chiefs and Concerned Staff
▪ Budget Division - FMS
▪ Accounting Division – FMS
▪ Planning and Programming Division – PPS
▪ Program Monitoring and Evaluation Division – PPS

FROM : **The Undersecretary**
Finance, Information Systems and Climate Change

SUBJECT : **Plenary Deliberation of the FY 2023 DENR Proposed Budget**

DATE : September 14, 2022

May we invite you to attend the Plenary Deliberation on the FY 2023 DENR Proposed Budget which will be held on **27 September 2022 (Tuesday) 9:00 am onwards** at the Session Hall, House of Representatives, Quezon City.

Please see **Annex “A”** for the list of attendees required to be present in the session hall, in the holding room and who will join virtually.

For those who are authorized to attend, please update the attached form (**Annex “B”**) should there be any changes from the previous data provided, to facilitate the issuance of House Pass QR code and send to the designated DENR Visitor Managers on or before 20 September 2022:

Rene Anthony Ayson – radayson@denr.gov.ph – 09177943034

Paul Timothy Vibar – ptbvibar@denr.gov.ph - 09774601393

Daaniel Cedric Dimawala – dcadimawala@denr.gov.ph - 09263208154

For the Health and Security Protocol for Physical Attendees, please see attached **Annex "C"** for reference.

In this regard, you are requested to prepare all reports, documents and actions taken as required by the Congressmen during the Committee Budget Hearing held last 02 September 2022.

For your information and guidance.


ATTY. ANALIZA REBUELTA-TEH

**COMMITTEE ON APPROPRIATIONS
PROPOSED SCHEDULE OF SPONSORSHIP AND FLOOR DELIBERATIONS
(HOUSE BILL NO. 4488 - FY 2023 GENERAL APPROPRIATIONS BILL)**

DATE/TIME	DEPARTMENTS/AGENCIES/CORPORATIONS/OTHERS	SPONSOR/S
	Attached Agencies	
	* Department of National Defense, including Attached Agencies	Reps. M. Alvarez, H. Suansing
	* Other Executive Offices	
	Office of the Presidential Adviser on Peace, Reconciliation and Unity	Rep. M. Alvarez
Sept. 26, 2022 (Monday) 9:00 A.M.	* Office of the Press Secretary, including Attached Agencies/Corporation	Rep. Quimbo
	* Department of Information and Communications Technology Including Attached Agencies	Reps. Campos, Calderon, Dujali, Alonte
	* Department of Foreign Affairs, including Attached Agencies	Reps. Violago, Abante, Fuentebella
	* Department of Public Works and Highways, including Attached Corporation	Reps. E.S. Co. Simpson, Cuaresma, Lara, J.C. Alvarez, Martinez, Matugas, Suarez, Momo
	* Department of Tourism, including Attached Agencies/Corporations	Reps. F.A. Dy, Alonte, E.C. Go, Cua
	* Department of Trade and Industry, including Attached Agencies/Corporations	Reps. De Venecia, Limkaichong Reps. Quimbo, Campos, Jr. (TESDA)
Sept. 27, 2022 (Tuesday) 9:00 A.M.	* Department of Agriculture, including Attached Agencies/Corporations	Reps. Albano, Garin, D.G. Yu
	* Department of Environment and Natural Resources, including Attached Agencies/Corporations	Reps. J.C. Alvarez, A. Ty, Bongalon, Garin, Vargas-Alfonso, Aquino, Umali
	* Department of the Interior and Local Government, including Attached Agencies	Reps. Cuaresma, Aquino, Fuentebella, Cari (NYC)
Sept. 28, 2022 (Wednesday) 9:00 A.M.	* Office of the President	Reps. Tiangco, Bemos, Cajayon-Uy
	* Department of Transportation, including Attached Agencies/Corporations	Reps. Martinez, Bautista-Lim, A.N. Co, Calderon, Violago, Celeste
	* Department of Social Welfare and Development, including Attached Agencies	Reps. Limkaichong, Arenas, E.G. Yoo, Umali, Cua (NCIP)
	* Other Executive Offices	

September 27, 2022 at 9:00 AM
Congress Session Hall

I. Face to Face

A. Plenary - Session Hall

	NAME	DESIGNATION
1	Maria Antonia Yulo Loyzaga	Secretary
2	Joaquin Loyzaga	Head Executive Assistant
3	Malu G. Erni	Undersecretary
4	Gen. Augusto Dela Peña	Undersecretary
5	Ignatius Rodriguez	Undersecretary
6	Atty. Ernesto D. Adobo Jr., CESO I	Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
7	Atty. Jonas R. Leones, CESO I	Undersecretary for Policy, Planning and International Affairs
8	Atty. Analiza Rebuella - Teh, CESO I	Undersecretary for Finance, Information Systems and Climate Change
9	Atty. Juan Miguel T. Cuna, CESO I	Undersecretary for Field Operations - Luzon, Visayas and Environment
10	Joselin Marcus E. Fragada, CESO III	Undersecretary for Field Operations - Mindanao
11	Marcial C. Amaro Jr., CESO II	Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects
12	Engr. Nonita S. Caguioa	Assistant Secretary for Finance, Information Systems and Mining Concerns
13	Jacob F. Meimban	Executive Director, Manila Bay Coordinating Office (MBCO)
14	Angelito V. Fontanilla	Director, Financial and Management Service (FMS)
15	Melinda C. Capistrano	OIC Director, Policy and Planning Service (PPS)
16	Engr. William P. Cuñado	Director, Environmental Management Bureau (EMB)
17	Atty. Wilfredo G. Moncano	Director, Mines and Geosciences Bureau (MGB)
18	Peter N. Tiangco, PhD., CESO I	Administrator, National Mapping and Resource Information Authority (NAMRIA)
19	Dr. Sevillo D. David., CESO III	Executive Director, National Water Resources Board (NWRB)
20	Teodoro Jose Saddul Matta	Executive Director, Philippine Council for Sustainable Development (PCSD)
21	Jaime C. Medina	General Manager, Laguna Lake Development Authority (LLDA)
22	Natividad Y. Bernardino	OIC Director, Biodiversity Management Bureau (BMB)
23	Tirso P. Parian, Jr., CESO IV	Director, Forest Management Bureau (FMB)
24	Atty. Emelyne V. Talabis, CESO IV	Director, Land Management Bureau (LMB)
25	Maria Lourdes G. Ferrer, CESO III	Director, Ecosystems Research and Development Bureau (ERDB)
26	Imelda R. Dela Cruz	Chief, Project Accounts Management Division
27	Ma. Teresa Aquino	Chief, Forest Resources Management Division (FRCD), FMB
28	Difia Nillosan	Chief, Accounting Division
29	Maybell N. Mangubos	Chief, Budget Division
30	Lilia Padua Saroca	Section Chief, Budget Division
31	Ma. Carmina M. Canua	OIC - Chief, Forest Plans & Standards Section, FMB
32	Cris Angelo N. Vispo	OIC - Chief, Reforestation and Forest Rehabilitation Section, FMB

September 27, 2022 at 9:00 AM
Congress Session Hall

I. Face to Face

A. Plenary - Session Hall

NAME		DESIGNATION
33	Francis Castro	<i>Staff, Accounting Division</i>
34	Marlyn Baltazar	<i>Staff, Budget Division</i>
35	Jennilyn Eve Reyeg	<i>Staff, Budget Division</i>
36	Diana Angela Dupo	<i>Staff, Budget Division</i>
37	Maricel Tadlip	<i>Staff, Program Monitoring and Evaluation Division</i>
38	Joseph Luke Crisostomo	<i>Staff, Program Monitoring and Evaluation Division</i>
39	Rebekah Ruth Gaña	<i>Staff, Program Monitoring and Evaluation Division</i>
40	Thelma C. Alcaraz	<i>Staff, Planning & Programming Division</i>
41	Lariza Ramos	<i>Staff, Planning & Programming Division</i>
42	Gian Toledo	<i>Staff, Planning & Programming Division</i>
43	Iavan P. Segui	<i>Staff, Knowledge and Information Systems Service</i>
Regional Executive Directors (16)		
44	Jacqueline A. Caancan, CESO III	<i>Regional Executive Director, National Capital Region (NCR)</i>
45	Ralph C. Pablo, CESO III	<i>Regional Executive Director, Cordillera Administrative Region (CAR)</i>
46	Atty. Crizaldy M. Barcelo, CESO III	<i>Regional Executive Director, Region 1 - Ilocos Region</i>
47	Gwendolyn C. Bambalan, CESO III	<i>Regional Executive Director, Region 2 - Cagayan Valley</i>
48	Paquito T. Moreno Jr., CESO III	<i>Regional Executive Director, Region 3 - Central Luzon</i>
49	Nilo B. Tamoria, CESO III	<i>Regional Executive Director, Region 4A - CALABARZON</i>
50	Lormelyn E. Claudio, CESO IV	<i>Regional Executive Director, Region 4B - MIMAROPA</i>
51	Francisco E. Milla, Jr., CESO III	<i>Regional Executive Director, Region 5 - Bicol Region</i>
52	Livino B. Duran	<i>Regional Executive Director, Region 6 - Western Visayas</i>
53	Paquito D. Melicor, Jr., CESO IV	<i>Regional Executive Director, Region 7 - Central Visayas</i>
54	Arturo E. Fadriquela	<i>Regional Executive Director, Region 8 - Eastern Visayas</i>
55	Ronald D. Gadot	<i>Regional Executive Director, Region 9 - Zamboanga Peninsula</i>
56	Henry A. Adornado, PhD	<i>Regional Executive Director, Region 10 - Northern Mindanao</i>
57	Bagani Fidel A. Evasco	<i>Regional Executive Director, Region 11 - Davao</i>
58	Atty. Felix S. Alicer	<i>Regional Executive Director, Region 12 - SOCCSKSARGEN</i>
59	Nonito M. Tamayo, CESO III	<i>Regional Executive Director, Region 13 - CARAGA</i>

September 27, 2022 at 9:00 AM
Congress Session Hall

I. Face to Face

B. Holding Area

Regional Planning Officers (16)

NAME	DESIGNATION
1 Albina L. Pineda	<i>OIC - Chief , Planning and Management Division, (National Capital Region (NCR))</i>
2 Rosita Y. Apilis	<i>Chief, Planning and Management Division (Cordillera Administrative Region (CAR))</i>
3 Bernard B. Quiros	<i>OIC - Chief, Planning and Management Division (Region 1 - Ilocos Region)</i>
4 Nenita M. Naranja	<i>OIC - Chief, Planning and Management Division (Region 2 - Cagayan Valley)</i>
5 Judelyn C. Francisco	<i>Chief, Planning and Management Division, Region 3 - Central Luzon</i>
6 For. Cynthia N. Rozaldo	<i>OIC - Chief - Planning and Management Division, Region 4A - CALABARZON</i>
7 Jonas Paolo M. Saludo	<i>OIC - Chief - Planning and Management Division, Region 4B - MIMAROPA)</i>
8 Ma. Anna P. Eleazar	<i>Chief, Planning and Management Division (Region 5 - Bicol Region)</i>
9 Edna B. Locsin	<i>Chief, Planning and Management Division (Region 6 - Western Visayas)</i>
10 Eddie E. Llamedo	<i>Chief, Planning & Management Division (Region 7 - Central Visayas)</i>
11 Maria Teresa N. Patindol	<i>Chief, Planning & Management Division (Region 8 - Eastern Visayas)</i>
12 Dante R. Rojas	<i>OIC - Chief - Planning and Management Division, (Region 9 - Zamboanga Peninsula)</i>
13 Mabel Gemma A. Ravanera	<i>Chief, Planning and Management Division (Region 10 - Northern Mindanao)</i>
14 Luningning M. Dalayon	<i>Chief, Planning and Management Division (Region 11 - Davao)</i>
15 Vicente Y. Curtiz	<i>Chief, Planning and Management Division (Region 12 - SOCCSKSARGEN)</i>
16 Mary Kathleen P. Po	<i>OIC - Chief Planning Management Division (Region 13 - CARAGA)</i>
Bureaus/Attached Agencies Planning Officers (8)	
17 Kenneth R. Tabliga	<i>OIC - Chief, Forest Policy, Planning, and Knowledge Management Division (FMB)</i>
18 Engr. Henry P. Pacis/ Ma. Gina F. Pascua	<i>Chief , Land Policy and Planning Division/ Assistant Division Chief / Chief, Project Development and Evaluation Section (LMB)</i>
19 Marie Abbie Gail L. Dela Cueva	<i>Chief , Planning and Information and Communications Technology Division (ERDB)</i>
20 Nancy R. Corpuz/ Rowena Bolinas	<i>OIC - Chief, Biodiversity Policy and Knowledge Management Division/ Chief, Policy, Program Planning and Monitoring Section (BMB)</i>
21 Cesar R. Quintos	<i>Chief, Policy Planning and Information Management Division (LLDA)</i>
22 Xenia R. Andres	<i>Chief, Policy and Planning Division (NAMRIA)</i>
23 Susan P. Abaño	<i>Chief, Policy and Program Division (NWRB)</i>
24 Josephone S. Matulac	<i>Director for ECAN Planning Services (PCSD)</i>
Office of the Undersecretary, Planning, Budget Accounting Division (7)	
25 Jacqueline Matugas	<i>Staff, Office of the Undersecretary</i>
26 Allan Gutierrez	<i>Planning Staff</i>
27 Paul Timothy Vibar	<i>Budget Staff</i>
28 Julius Palaganas	<i>Budget Staff</i>
29 Jerwin Puzon	<i>Budget Staff</i>
30 Jerme Gipit	<i>Budget Staff</i>
31 Lexter Lopez	<i>Budget Staff</i>

Note: Drivers are not allowed in the session hall and holding area, however food will be provided

September 27, 2022 at 9:00 AM
Congress Session Hall

Via ZOOM

Assistant Secretaries (7)

	NAME	DESIGNATION	EMAIL ADDRESS
1	Atty. Daniel Darius M. Nicer, CESO II	Assistant Secretary for Enforcement, Solid Waste Management and Local Government Units Concerns	ddmnicer@denr.gov.ph
2	Atty. Michelle Angelica D. Go, LLM., CESO II	Assistant Secretary for Legal Affairs	madgo@denr.gov.ph
3	Joan A. Lagunda, D.M., DPA, MNSA	Assistant Secretary for Administration and Legislative Affairs and OIC Executive Director, Pasig River Coordinating and Management Office	ajl@denr.gov.ph
4	Ruth M. Tawantawan, CESO II	Assistant Secretary for Field Operations-Eastern Mindanao	rmtawantawan2@denr.gov.ph
5	Hiro V. Masuda, DBA, CESO III	Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives	hvmasuda@denr.gov.ph
6	Gilbert C. Gonzales, CESO III	OIC, Assistant Secretary for Field Operations - Luzon and Visayas	gcgonzales@denr.gov.ph
7	Arleigh J. Adorable, CESO III	OIC, Assistant Secretary for Field Operations - Western Mindanao	asec.fowmin@denr.gov.ph

Service Directors (8)

	NAME	DESIGNATION	EMAIL ADDRESS
8	Khalil S. Bayam	Director, Strategic Communication and Initiatives Service	scis@denr.gov.ph scis.denr@gmail.com
9	Atty. Norlito A. Eneran, LLM, CESO III	Director, Legal Affairs Service	naeneran@denr.gov.ph dirlegsv@denr.gov.ph
10	Rolando R. Castro	Director, Administrative Service	rrocastro@denr.gov.ph odas@denr.gov.ph
11	Miriam M. Marcelo	OIC Director, Human Resource Development Service	hrds@denr.gov.ph hrds.od@a.denr.gov.ph
12	Vicente B. Tuddao, Jr, Ph. D., CESO IV	Director, Internal Audit Service	ias.od@denr.gov.ph ias.oad@gmail.com
13	Maria Elena A. Morillos Manila	Director, Knowledge and Information Systems Service	kiss.od@denr.gov.ph kiss@denr.gov.ph
14	Elenida Dr. Basug	Director, Climate Change Service	ccs@denr.gov.ph edrbasug@denr.gov.ph
15	Al O. Orofio	Director, Foreign Assisted and Special Projects Service (FASPS)	fasps.od@denr.gov.ph

Attached Agencies (2)

	NAME	DESIGNATION	EMAIL ADDRESS
16	Alex Linde	Acting President, Natural Resources Development Corporation (NRDC)	nrdc.op@gmail.com
17	Atty. Jaime T. De Veyra	Vice President-Corporate Services - Philippine Mining Development Corporation (PMDC)	info@pmdc.com.ph

NOTE: Zoom Link will be provided to all the Assistant Bureau Directors, Assistant Regional Directors, Staff Bureaus/Regional Finance Officers, PENROs, CENROs and all other concerned personnel.

September 27, 2022 at 9:00 AM
Congress Session Hall

Via ZOOM

MGB Regional Directors (15)

NAME	DESIGNATION	EMAIL ADDRESS
18 Fay W. Apil	<i>Regional Director, CAR</i>	car@mgb.gov.ph
19 Socrates G. Gaerlan	<i>Regional Director, Region 1</i>	region1@mgb.gov.ph
20 Engr. Mario A. Ancheta	<i>Regional Director, Region 2</i>	region2@mgb.gov.ph mgb_2@yahoo.com.ph
21 Engr. Alilo C. Ensomo Jr	<i>Regional Director, Region 3</i>	region3@mgb.gov.ph
22 Engr. Dondi M. Sarmiento	<i>Regional Director, Region 4A</i>	region4a@mgb.gov.ph
23 Engr. Glenn Marcelo C. Noble	<i>Regional Director, Region 4B</i>	region4b@mgb.gov.ph
24 Engr. Guillermo A. Molina Jr. IV	<i>Regional Director, Region 5</i>	guillermo.molina@mgb.gov.ph
25 Engr. Raul A. Laput	<i>Regional Director, Region 6</i>	mgbro6iloilo@gmail.com
26 Engr. Armando L. Malicse	<i>Regional Director, Region 7</i>	region7@mgb.gov.ph mgb7cebu@yahoo.com
27 Engr. Carlos A. Tayag	<i>Regional Director, Region 8</i>	region8@mgb.gov.ph
28 Engr. Hernani G. Abdon	<i>Regional Director, Region 9</i>	region9@mgb.gov.ph
29 Engr. Felizardo A. Gacad Jr	<i>Regional Director, Region 10</i>	denrmgb10@yahoo.com
30 Atty. Jasper Alberto H. Lascano	<i>Regional Director, Region 11</i>	jasperlascano@gmail.com region11@mgb.gov.ph
31 Engr. Efren B. Carido	<i>Regional Director, Region 12</i>	region12@mgb.gov.ph mgbxii@gmail.com
32 Engr. Larry M. Heradez	<i>Regional Director, Region 13</i>	region13@mgb.gov.ph

EMB Regional Directors (16)

NAME	DESIGNATION	EMAIL ADDRESS
33 Atty. Michael Drake P. Matias	<i>Regional Director, NCR</i>	michael_matias@emb.gov.ph
34 Ma. Victoria V. Abrera	<i>Regional Director, CAR</i>	mvabrera@yahoo.com.ph
35 Engr. Maria Dorica Naz-Hipe	<i>Regional Director, Region 1</i>	dorica_naz@yahoo.com
36 Nelson P. Honrado, LLB	<i>Regional Director, Region 2</i>	embr02_fad@yahoo.com
37 Wilson L. Trajeco	<i>Regional Director, Region 3</i>	budgetembr3@gmail.com
38 Noemi A. Paranada	<i>Regional Director, Region 4A</i>	josephine_principe@emb.gov.ph
39 Joe Amil M. Salino	<i>Regional Director, Region 4B</i>	michael_matias@emb.gov.ph vzoi08@yahoo.com
40 Engr. Maria Socorro A. Abu, Phd	<i>Regional Director, Region 5</i>	masocorro_abu@emb.gov.ph thess_lacamiento@yahoo.com
41 Atty. Ramar Niel Pascua	<i>Regional Director, Region 6</i>	msutacio1123@gmail.com
42 Maribel B. Munsayac	<i>Regional Director, Region 7</i>	lormelynclaudio@yahoo.com r7budget@emb.gov.ph
43 Martin Jose V. Despi	<i>Regional Director, Region 8</i>	emb8_emb8@yahoo.com
44 Engr. Alex D. Jimenez	<i>Regional Director, Region 9</i>	r9@emb.gov.ph maria_28rqz@yahoo.com
45 Reynaldo S. Digamo	<i>Regional Director, Region 10</i>	reynaldo_digamo@emb.gov.ph
46 Engr. Mario N. Bulacan	<i>Regional Director, Region 11</i>	embdavao@emb.gov.ph embxbudgetsajorga@gmail.com
47 Engr. Omar M. Saikol, MISDS	<i>Regional Director, Region 12</i>	omar_saikol@emb.gov.ph torrento_julimae@yahoo.com
48 Engr. Albert G. Arcamo, MEMD	<i>Regional Director, Region 13</i>	ninzjandystar21@gmail.com

**HEALTH AND SECURITY PROTOCOL
FOR PHYSICAL ATTENDEES**

A. HOUSE PASS

1. Guests and visitors must log in to the House Pass System for the issuance of the QR Code required upon entry to the building of the House of Representatives.
2. Departments/Agencies are required to designate a point person in charge of all the requirements for the issuance of the QR code.
3. The Agency Visitor Manager encodes the name of attendees from the agency. The Agency Visitor Manager, using the HousePass login credentials provided by the House of Representatives, inputs to the system the following information:

Scanned valid ID card of each visitor, with the following details:

- (1) Complete name
 - (2) Email address
 - (3) Mobile number
 - (4) Designation and office
 - (5) Duration of visit
4. HOR Visitor Manager approves or denies the visitor's registration.
 5. The Agency Visitor Manager checks the registration status and if approved, clicks the "Send Email" button (blue) to trigger the sending of login credentials of each visitor via their registered email address.
 6. Visitors will receive emails on how to access the HousePass.

B. On the day of the visit to the HOR:

1. Bring the certificate of results of the Antigen and RT-PCR test. The antigen test results are valid for 24 hours and 72 hours for RT-PCR Test.
2. House Pass QR Code

The Agency Visitor manager must log in to the HousePass provided by the House of Representatives two (2) days before the scheduled briefing.

Agency Visitor Manager submits to the HOR Visitor Manager the plate numbers of the vehicles allowed to enter the HOR premises a day before the scheduled budget briefing.



Republic of the Philippines
House of Representatives
Quezon City, Metro Manila

Reginald S. Velasco
Secretary General

MEMORANDUM

FOR : ALL CONCERNED

SUBJECT : GUIDELINES FOR ENTRY OF VISITORS DURING
BUDGET HEARINGS AND PLENARY DELIBERATIONS
USING THE HOUSEPASS SYSTEM

DATE : 18 August 2022

The following guidelines are issued in relation to the processing/entry of visitors who will attend the budget hearings and plenary deliberations.

A. Use of the HousePass

1. All visitors from concerned agencies, including invited guests and resource persons, are required to comply with the HousePass health monitoring and access management system.
2. Access to the buildings in the HRep is allowed based on the following:
 - a. The visit to the HRep is scheduled;
 - b. The Health Declaration Form (HDF) is submitted on the day of visit;
 - c. A valid negative antigen result is presented to the Medical and Dental Service (MDS) antigen team on duty.

B. How the HousePass Works

1. The Committee on Appropriations coordinates with concerned agency re designation of a Visitor Manager (VM).
2. The Committee on Appropriations submits to ICTS, through email or SMS, the names of the VMs, together with phone numbers and email addresses.
3. The HousePass system communicates directly with each of the VMs and provides login credentials to housepass.hrep.online.

4. The VMs, using the login credentials provided by HousePass, input into the system the following information and uploads the scanned valid ID card of each visitor:
 - a. Complete name
 - b. Email address
 - c. Mobile number
 - d. Designation and office
 - e. Duration of visit
5. The Committee on Appropriations, as Approver, approves or denies the registration of the visitor.
6. The VMs check status of registration; and if approved, triggers the sending of the login credentials of each visitor using the "Send Email" button (blue).
7. Visitors receive email on how to access the HousePass.

C. Pre-Registration of Vehicles

1. Approved visitors who will use shuttle services or private vehicles must pre-register their vehicles in the link provided below:

https://docs.google.com/forms/d/e/1FAIpQLSfHBRVD_yYTpycF5JKfXfkWP_S-MEhomPIE3IDeF1poPTrwOyw/viewform?usp=sf_link

2. Upon arrival at the North Gate, the vehicle will proceed to the Inspection Area. The K9 will then search around the vehicle while the assigned LSB Personnel will check if the vehicle has the correct number of registered passengers. Passengers need not disembark their vehicle for as long as the vehicle has been pre-registered.
3. After inspection, the vehicle may proceed directly to their assigned building by following the directions placed along the Main Road of HRep.
4. Passengers disembark in front of their assigned building. There will be LSB Personnel at every building entrance to check for the House Pass of each visitor. The QR Code provided in the House Pass will serve as their access pass inside HRep buildings. Those with House Pass shall be guided to the designated Health Verification Desks for the validation of their antigen tests and may proceed to their respective venues afterwards. Those without a valid antigen test result shall be made to undergo the HRep antigen test.
5. After disembarkation of passengers, the vehicles must then proceed to the following designated parking areas (Refer to the attached vicinity map for directions):

For Cabinet Secretaries & Officials:

- Main Road in front of the Main Bldg.
- South Wing Annex (SWA) side Main Road

1

For Support Staff and/or Employees & Regular Visitor with Approved Schedule:

- Back of the South Screening Facility
- Back of South Steel Parking
- In front of Civil Service Commission (CSC) Office-Batasan Road

For Shuttle Services and Walk-in Visitors:

- In front of Civil Service Commission (CSC) Office-Batasan Road

D. Health and Safety Protocols

1. Consistent with the health and safety protocols being implemented in the House of Representatives, everyone entering any of the HRep buildings shall be required to present a negative result of an antigen test taken within the last 24 hours.
2. If taken outside, the antigen test should be done by a DOH-accredited laboratory, using an FDA-certified antigen testing kit. The Medical and Dental Service (MDS) personnel shall verify the result upon presentation. Verified antigen test results shall be valid within one week from the time swab was taken.
3. Visitors who need to take an antigen test may opt to bring their own kits, provided they are FDA-certified and validated by the MDS; or they may purchase kits at the lobbies, and have the test facilitated by the MDS antigen team on duty.
4. The Health Declaration Form (HDF) should be accomplished fully.
5. The conduct of face-to-face meetings and deliberations shall be consistent with standards prescribed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID);
6. Face masks should be worn at all times during the meetings and deliberations, except when drinking or eating at designated areas;
7. All individuals should observe personal hygiene through frequent and thorough washing and disinfection of hands using soap or alcohol-based hand sanitizers.

For everyone's guidance.


REGINALD S. VELASCO
Secretary General