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Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 8929-66-26/28; 8929-6635/8929-3618/8929-4028

NOTICE OF MEETING

MEMORANDUM

FOR/TO : Undersecretary for Attached Agencies & Chief of Staff
Head Executive Assistant, Interim Director,
Internal Audit Service, Vice Chair, DENR's Committee
on Anti-Corruption in concurrent capacity
Director, Legal Affairs Service
Director, Knowledge and Information System Service
OIC Director, Policy and Planning Service
OIC Director, Human Resources Development Service
OIC Director, Financial Management Service
Chief, Internal Affairs Division, Legal Affairs Service
Head, DENR Action Center/Hotline

FROM : The Assistant Secretary for Enforcement and Focal Person, Anti-Corruption Coordinating Task Force in concurrent capacity

SUBJECT : **DENR CAC MEETING ON THE REVISED DAILY INCIDENT REPORT (DIR) TEMPLATE FOR THE 24-HOUR REQUIREMENT OF DENR TO THE PACC VIA ZOOM APP ON FEBRUARY 11, 2022 AT 2:00 PM**

DATE : JAN 31 2022

As discussed in the previous meetings, the Legal Affairs Service have proposed a revised version of the Daily Incident Report (DIR) Templates that is in accordance with the agency's distinct anti-corruption procedures and requirements. Moreover, this has been subjected for the approval of the PACC through its Information and Resource Management Office (IRMO), and later on acknowledged and authorized by the PACC.

In this regard, a meeting will be held on **11 February 2022 at 2:00 PM** via Zoom online platform for the presentation of the revised Daily Incident Report (DIR) templates and workflow that will be commencing once DENR has cascaded the program for the Pledge of Cooperation and Oath of Honesty, and the launching of the DENR Committee on Anti-Corruption the following day, 12 February 2022.

MEMO NO. 2022 - 65

For ready reference, please see attached copy of the Daily Incident Report Templates and the Pro Forma report prepared by the PACC.

You can access the meeting in the Zoom App thru this link:

<https://zoom.us/j/94736869488?pwd=OHpWTHA4a1hqQlFISFBOS1Zob3J4QT09>

Meeting ID: 947 3686 9488

Passcode: DENRPACC

For strict compliance.



Atty. **DANIEL DARIUS M. NICER**, *CESO II*
Assistant Secretary for Enforcement and Focal Person, Anti-Corruption Coordinating Task Force in concurrent capacity

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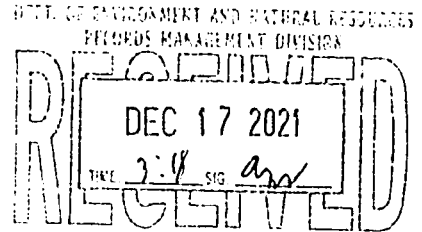
Republic of the Philippines
Office of the President
Presidential Anti-Corruption Commission



Ground Floor, Palacio del Gobernador, Intramuros, Manila

23 November 2021

ATTY. DANIEL DARIUS M. NICER, CESO II
Assistant Secretary for Enforcement and Focal Person,
Anti-Corruption Coordinating Task Force
Department of Environment and Natural Resources (DENR)
Quezon City



SUBJECT: Corruption Incident Report Template

Dear Atty. Nicer,

Greetings of Truth and Justice!

This is in reference to your letter on the above subject, requesting comment from this office on the proposed Daily Incident Report (DIR) templates (referred to as DIR-1 and DIR-2) to be used in the reporting of corruption incidents to the Presidential Anti-Corruption Commission (PACC) through its Information and Resource Management Office (IRMO).

Please be informed that this matter has been raised and discussed with the Commission in detail, with the following comments:

1. Considering that corruption-related incidents may not happen every 24 hours, agencies are not expected to report on a daily or 24-hour basis. The Corruption Incident Report template published by the PACC-IRMO may still be utilized to suit the agency ACC's purposes. However, the DENR-CAC may adopt modifications to the template as it deems appropriate and in accordance with its distinct anti-corruption procedures and requirements.
2. The PACC-IRMO will coordinate inquiries with DENR-CAC in ensuring the completeness and correctness of its submitted reports.

For your kind information and guidance. Thank you.

Very truly yours,

ATTY. FORTUNATO G. GUERRERO
Executive Director

Truth & Justice

Tel. No. (02) 8967-7051 | complaints@pacc.gov.ph



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(DIR - 1)

The Chairperson

Presidential Anti-Corruption Commission

G/F Floor, Palacio del Gobernador Condominium Corporation

Gen. Luna St., cor. A. Soriano St., Intramuros Manila, Philippines

Subject: Incident Report

Sir:

Greetings!

Pursuant to the Memorandum of Agreement between your Office and this Department on the creation of an Anti-Corruption Coordinating Council, the DENR Anti-Corruption Committee submits its report on an administrative complaint/case before the Department.

Reference No.:

Date submitted:

Date complaint received:

I. Person/s complained of

Name: _____

Designation:

Plantilla position:

Office:

Salary grade:

II. Allegations (see attached complaint)

III. Initiation of complaint

___ *motu proprio* by disciplining authority or authorized representative (Office initiated)

Date of issuance of show-cause order: _____

Office that issued show-cause order: _____

___ by other person

Name of complainant: _____

Date complaint filed: _____

	ACTION	DATE
	referred to appropriate Office per DMC 2010-18 - Office referred to:	

VII. Recommendation:

For information.

Very truly yours,

Head, DENR Action Center
Department of Environment and Natural Resources

(DIR - 2)

The Chairperson

Presidential Anti-Corruption Commission
G/F Floor, Palacio del Gobernador Condominium Corporation
Gen. Luna St., cor. A. Soriano St., Intramuros Manila, Philippines

Subject: Preliminary Report

Sir:

Greetings!

Pursuant to the Memorandum of Agreement between your Office and this Department on the creation of an Anti-Corruption Coordinating Council, the DENR Anti-Corruption Committee submits its report on an administrative complaint/case before the Department.

Reference No.:

Agency:

Office:

Reported by:

Date submitted:

Date complaint received:

I. Person/s complained of

Name: _____

Designation: - at the time of the alleged acts/omissions: _____
- current: _____

Plantilla position: - at the time of the alleged acts/omissions: _____
- current: _____

Office: - at the time of the alleged acts/omissions: _____
- current: _____

Salary grade: - at the time of the alleged acts/omissions: _____
- current: _____

II. Allegations

A. Acts/omissions (narration)

B. Administrative offense

A. Acts/omissions (narration)

B. Administrative offense

III. Initiation of complaint

___ Office-initiated (*motu proprio* by disciplining authority or authorized representative)

Date of issuance of show-cause order: _____

Office that issued show-cause order: _____

___ by other person

Name of complainant: _____

Date complaint filed: _____

Office and position of complainant (if DENR employee): _____

IV. Evaluation of compliance with requisites of a valid complaint (if not Office initiated)

(check if present)	REQUISITES
	Complainant's full name
	Complainant's address
	Full name of person complained of
	Address of person complained of
	Position of person complained of
	Office of person complained of
	narration of relevant and material facts which shows the alleged acts or omissions
	certified true copies of documentary evidence and affidavits of his/her witnesses
	certification of non-forum shopping
	if anonymous, act complained of is of public knowledge
	if anonymous, allegations can be verified or supported by documentary evidence

V. Evaluation of allegations and evidence

A. First allegation

- a. Evidence presented by complainant
- b. Findings by investigator
- c. Evidence gathered by investigator
- d. Applicable law, rules, and regulations

B. Second allegation

- a. Evidence presented by complainant
- b. Findings by investigator
- c. Evidence gathered by investigator
- d. Applicable law, rules, and regulations

VI. Actions Taken:

(check)	ACTION	DATE
	referred to appropriate Office per DMC 2010-18	
	evaluated compliance with requisites of a valid complaint	
	dismissed the complaint for non-compliance with requisites of a valid complaint	
	conducted fact-finding investigation	
	<i>Preliminary investigation</i>	
	issued a show-cause memorandum, or required submission of counter-affidavit or comment	
	received Comment/Counter-Affidavit	
	evaluated records ex parte	
	held clarificatory meeting with parties	
	submitted investigation report	
	dismissed the complaint for lack of prima facie evidence	
	<i>Formal investigation</i>	
	issued formal charge/ notice of charge	

	received Answer	
	issued preventive suspension	
	created Hearing Committee Members: _____ Prosecutor: _____	
	held Pre-Hearing Conference	
	submitted position papers	by person complained of: by prosecution:
	held hearing(s)	
	submitted formal investigation report, and draft decision	
	issued Decision	
	received Motion for Reconsideration	
	resolved Motion for Reconsideration	

VII. Recommendation:

Very truly yours,

Assistant Secretary for Enforcement,
Chair of the DENR Committee on Anti-Corruption
Department of Environment and Natural Resources