



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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MEMORANDUM

FOR/TO : Director, Legal Affairs Service (Vice- Chairperson, PTWG)
Assistant Director, Biodiversity Management Bureau
Assistant Director, Ecosystems Research and Development Bureau
Assistant Director, Environmental Management Bureau
Assistant Director, Forest Management Bureau
Assistant Director, Land Management Bureau
Assistant Director, Mines and Geosciences Bureau
Representative, Office of the Head Executive Assistant
Representative, Office of the Undersecretary and Chief of Staff
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 Usec for Organizational Transformation
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 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, Legal Affairs Services
Representative, Climate Change Service
Representative, Strategic Communication and Initiatives Service
Representative, Foreign-Assisted and Special Projects Service
Representative, River Basin Control Office
Representative, Legislative Liaison Office

Representative, Knowledge and Information Systems Service

FROM : The Chairperson of the Policy Technical Working Group , and OIC
Director Policy and Planning Service

SUBJECT : **HIGHLIGHTS OF PTWG MEETING NO. 2022-11 HELD ON
OCTOBER 26, 2022 9:30 AM**

DATE : **03 NOV 2022**

We are furnishing herewith the highlights of the above-cited meeting regarding the following topics:

1. Draft DAO re: Creation of Task Force for the Establishment of National Environment and Natural Resources Spatial Database and Providing Funds for the Purpose
2. Draft DMC re: Guidelines on the Claim for Transportation and Freight Expenses of DENR Officials and Employees Reassigned to Other DENR Offices

FOR INFORMATION.


MELINDA C. CAPISTRANO



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DENR-POLICY TECHNICAL WORKING GROUP

Minutes of Meeting No. 2022-11

26 October 2022, 1:00 PM

Meeting via Zoom

I. Attendees

- | | |
|---|--|
| 1. Usec. Jonas R. Leones - OUPPIA | 26. Mr. Joel Abunda – FASPS |
| 2. Asec. Hiro Masuda - OASHRSCSI | 27. Ms. Shanelle Napoles – LLO |
| 3. Dr. CP David | 28. Mr. Kerby Pajarillo – SCIS |
| 4. Dir. Norlito Eneran – Legal Service | 29. Ms. Kat Manapat – SCIS |
| 5. Dir. Melinda Capistrano – PPS | 30. Ms. Robelyn Ceballo – SCIS |
| 6. Ms. Laila Marcellana – OCOS | 31. Mr. Race Virgino – SCIS |
| 7. Ms. Myla Carungi – OUFOLVE | 32. Mr. Mario Bernabe Contreras – FMS |
| 8. Ms. Krystyne Ong – OULAHRLA | 33. Ms. Jewel Templonuevo – LMB |
| 9. Mr. Jeremy Rola – OUPPIA | 34. Ms. Nicole Ortega – LMB |
| 10. Ms. Apple Go – OUOT | 35. AD Mayumi Quintos-Natividad – ERDB |
| 11. Ms. Jobelle Munsod – OASALA | 36. AD Edna Nuestro – FMB |
| 12. Mr. Kliene Ligaya – OASECFISMC | 37. For. Dianne Lanugan – FMB |
| 13. Ms. Reina Frances Requiron – OASECFISMC | |
| 14. Ms. EJ Ligaya – OASECLA | Secretariat (PPS-PSD) |
| 15. Dr. Josefina Ocampo – OASFOLV | 38. Ms. Anna Michelle Lim |
| 16. Ms. Kryshlaine Raquel – OASPPFASP | 39. Ms. Amisol Talania |
| 17. Ms. Joan Timola – OASFOWM | 40. Ms. Cherry Winsom F. Holgado |
| 18. Dir. Maria Elena Morillos-Manila – KISS | 41. Ms. Zayrelle Suello |
| 19. Ms. Guia Bati-on – KISS | 42. Ms. Nim Hyde Eusebio |
| 20. Ms. Rose Anne Escudero – KISS | 43. 44. Ms. Febrielyn Tumines |
| 21. Mr. Ariel Catindig – KISS | |
| 22. Ms. Jenny Flores – CCS | |
| 23. Mr. Bryan Bongco – CCS | |
| 24. Mr. Jeruz Pahilanga – OUSECFOM | |
| 25. Mr. Paolo Molina – ASECFOEM | |

II. Highlights of the Meeting

The meeting was called to order at 1:40 PM by Dir. Melinda C. Capistrano (PPS). The agenda was adopted with no further changes.

1. Draft DAO re: Creation of Task Force for the Establishment of National Environment and Natural Resources Spatial Database and Providing Funds for the Purpose

Presentation and Discussions:

- Ms Roja Guia Bati-on (KISS) presented the draft policy.

- On the Preambular Statement, AD Quintos-Natividad asked regarding using EO 366 on the Rationalization which is the basis for the new DENR structure. Ms. Bati-on responded that the main reason in using EO 192 is on the function of DENR to undertake exploration, assessment of the country's natural resources using technologies of Section 5 of the said measure. Dir. Eneran surmised that EO 192 was used as legal basis since it is based on the mandate of the DENR. However, since the policy will involve organizational restructuring, he suggested that using **EO 292 as legal basis as it contains the authority of the Secretary** to propose for certain reorganization within the department. EO 292 is also more recent than EO 192.
- Further, Dir. Capistrano asked for the purpose of the creation of taskforce. Ms. Bati-on stated that this is proposed to be created in order to ensure the compliance to the priorities of the Secretary and the directive of the President with regards to geospatial database. Dir. Capistrano asked if it will be possible to integrate this to the existing function and unit rather than creating for a separate taskforce. She also stated the need to hire for experts on GIS who will fulfil the function on spatial database. For. Lanugan (FMB) expressed her support to the earlier point and further stated that there is already a unit handling the one control map which is the SDRMD-KISS. Dir. Eneran clarified that the concern may be on the duplication of the function of an existing unit. He proposed that on the first paragraph, **the need to establish a taskforce should be highlighted**. He also pointed out regarding the formatting of the proposed policy (i.e. inclusion of the environment and natural resource). In terms of **funding, this should be put in a separate section and should be omitted from the title**.
- AD Nuestro reiterated the concern on the necessity to establish a taskforce provided that the unit is considered time bound. Dr. Ocampo stated to look into the objective and if there is a need to establish a taskforce, then the tasks that should be accomplished within a specific period of time should be indicated. She opined that there is a need to create a Task Force. Dr. David emphasized that this is a priority program of the Secretary. and that while there is a unit in KISS, the focus of Secretary Loyzaga is on building the database. The Task Force will also report directly to OSEC. He recalled that the MBCO was under EMB previously but due to the prioritization of the issue of Manila Bay, a new separate unit was created. AD Natividad proposed to review the one control map to harmonize with the function of the taskforce. USec. Leones stated that there is an Executive Order to observe the one control map. The issue is that there is no unified platform for the available information yet. In order to address this, the database will aid in identifying the relationship of various data shown by the map. Dir. Eneran stated that the intention is clear enough and he suggested specifying the office where the establishment of the national environment and natural resources spatial database will be lodged.
- On Section 1. Policy, Dir. Eneran asked for the law where the provision was lifted. Ms. Bati-on stated that this was on the creation of the DICT and the second statement was from Section 5 of EO 192.
- On Section 2. Objectives, Dir. Eneran suggested that there should be consistency on the term "Environment and Natural Resources Spatial Database." For. Lanugan stated to include an objective on the creation of a unit to ensure implementation of the national environment and natural resources spatial database under this section. Dir. Eneran clarified if the artificial intelligence should be included in the scope. Ms. Bati-on said that the cited technologies are what we can tap currently but that there may be new

technologies that emerge later on. He also asked if all the modes and technologies mentioned were already considered in this section. For. Mojica mentioned about the specific wording in the Presidential Directives regarding the establishment of the baseline data on the environment and the country's natural resources through the establishment of a national natural resource geospatial database, a platform for the planning and implementation of integrated strategies of the DENR. Usec Leones said we should be consistent with the provisions.

- On Section 3. Creation of the **Unit** on Geospatial Database, The section on scope and coverage should come first prior to the declaration on the creation of the taskforce, the structure should also be moved under this section.
- On the revised Section 3. Scope and Coverage, AD Natividad asked if the term "national" will include Regional Offices, PENROs, and CENROs. Usec. Leones proposed that the section to state as "This Order shall establish, operate, and maintain a national environment and natural geospatial database in the Department including the Bureaus, Attached Agencies, Regional Offices, PENROs, and CENROs..." He also clarified that the database will provide access to a unified system. Ms. Bati-on suggested a separate paragraph that the Regional Offices, PENROs, CENROs et. al shall also establish and operate and maintain ENR Geospatial Database that covers their areas within their jurisdiction. Usec. Leones disagreed that this may imply that we are putting them separate from the Central Office. The database encompasses all offices. Dir. Eneran suggested to retain the Regional Offices up to CENROs since the consolidated data will be coming from these offices. Dr. Ocampo stated that the spatial database in the department should be harmonized. AD Natividad clarified that there while there is only one system, the bureaus, attached agencies, and et al. will populate this database. It will be national but Central Office will have control. She agreed with Ms. Bati-on's suggestion. The field offices will be the key players, however, they should also have their own database within their respective jurisdictions. Dir. Eneran asked Ms. Bati-on for their reformulation of this section. Engr. Reina Frances Requieron provided a suggestion as follows: "This Order shall establish, operate and maintain a national environment and natural geospatial database in the Department, integrating data from the Bureaus, Attached Agencies, Regional Offices, PENROs and CENROs.."
- On Section 4. Creation of the Unit on Geospatial Database and its Organizational Structure, Dr. Ocampo proposed to revise the section as "The National Environment and Natural Resources Geospatial Database Unit shall be composed of the following units and functions:" Dir. Manila stated that a section under KISS is currently handling the function on geodatabase management. Dir. Eneran asked if there is a specific number of staff assigned under the proposed unit. Ms. Bati-on stated that there is none yet. the Task Force reports to OSEC and separated into two units. Dir. Eneran suggested replacing "unit" with "office". He also mentioned to use number for itemization instead of bullets. For. Lanugan asked if the staff will be hired or shall be reassigned from other offices/agencies, and if it will be possible to identify the heads of the offices and personnel who will be assigned. Dr. David stated that there are no identified personnel yet as there are no plantilla positions. He stated that Ms. Bati-on and other staff will be reassigned and shall be augmented by the contract of service. However, Dir. Manila stated that the functions will be performed by the existing unit but the personnel will not be reassigned as they will be performing other tasks. Mr. Joel Abunda suggested including a function on Creation, Planning, and Design of the

Geodatabase under the database management unit. AD Nuestro clarified the concern of Dir. Manila on the existing structure with similar function in KISS. She clarified if the the unit under KISS' functions will be transferred to the new office. Dir. Eneran responded that based on the explanation of Dr. David, there will be a transfer of function from KISS to OSEC. Dir. Manila said she was not involved in the consultation of the structure but if need be the function could be transferred to avoid duplication. Dir. eneran also suggested that should source some of our functions from the Scope and Coverage. Ms. Bati-on also said to change arcGIS to GIS. as for Remote Sensing and other technologies, this will manifest in the mapping unit. Dir. Eneran said that this should be addressed and the proponent should provide a description that is unique or distinct so that there is a substantial distinction that will not overlap with existing structures. Dr. David said that ultimately, the PTWG sould decide on this. He agreed that there should be no duplication of functions.

- On Section 6. Staffing, Dir. Eneran asked if the supervision of the office may be indicated under this section. Dr. David stated that it will be headed by the Secretary but that day-to-day activities will be supervised by Ms. Bati-on.
- On Section 7. Funding, Dir. Eneran suggested including “subject to the usual accounting and auditing rules and regulations”.
- On Section 8. Support of Other Offices, Ms. Bati-on suggested including the bureaus, attached agencies, and field offices. Dir. Eneran stated that the Secretariat to identify the term used to include all the concerned offices.
- On Section 10. Performance Evaluation and Accomplishments. For. Mojica commented that it is not the OUPPIA who actually evaluates performance but the PMED. Dir. Eneran commented that PMED is under OUPPIA and he can assign this. AD Natividad stated that the period of the Geospatial Data Roadmap should be specified for the purpose of monitoring. Dir. Eneran said to refer to the breakdown on short-term, medium-term, and long-term discussed in the Mutli-Stakeholder Consultation.

Agreements:

- The title shall be revised into “Establishment of National Environment and Natural Resources Spatial Database and Creation of Unit under the Office of the Secretary”.
- The Preambular Statement shall be revised in accordance to the revised title.
- Consider including EO 366 and EO 292 on the Preambular Statement. On the first paragraph, the need to establish a taskforce should be highlighted. The formatting of the proposed policy should also be revised (i.e. inclusion of the environment and natural resource).
- In terms of funding, this should be put in a separate section and should be omitted from the title.
- On Section 2. Objectives, “environment” shall be included for consistency. It is also proposed to include the creation of an office to ensure implementation of the national environment and natural resources spatial database.

- On Section 3. Creation of the **Office** on Geospatial Database, The scope and coverage should come first prior to the declaration on the creation of the taskforce and the structure should be moved under this section.
- The section on Scope and Coverage is proposed to state as “This Order shall establish, operate, and maintain a national environment and natural geospatial database in the Department including the Bureaus, Attached Agencies, Regional Offices, PENROs, and CENROs...” The spatial database in the department should be harmonized.
- A proposal from OASECFISMC for consideration of KISS states “This Order shall establish, operate and maintain a national environment and natural geospatial database in the Department, integrating data from the Bureaus, Attached Agencies, Regional Offices, PENROs, and CENROs...”
- The “Task Force” shall be replaced with “Office”.
- On Section 4. Creation of the Unit on Geospatial Database and its Organizational Structure, the section to be revised as “The National Environment and Natural Resources Geospatial Database Unit shall be composed of the following units and functions:” Further, the “unit” shall be replaced with “office”. The bullets shall also be replaced with the use of numbers for itemization. Dr. David stated that there are no identified personnel yet as there are no plantilla positions. The functions of the proposed office to be created and the existing section under the KISS shall be reviewed to avoid duplications. The function on Creation, Planning, and Design of the Geodatabase shall also be added.
- Section 6. Staffing is revised to “The Secretary shall determine the staffing pattern and designate the necessary officials and personnel that will compose the office.”
- On Section 7. Funding, include the statement “subject to the usual accounting and auditing rules and regulations”.
- On Section 8. Support of Other Offices, Ms. Bati-on suggested including the bureaus, attached agencies, and field offices.
- On Section 10. Performance Evaluation and Accomplishments, the period of the Geospatial Data Roadmap (i.e. short term or medium term) should be specified for the purpose of monitoring.
- The PTWG moved for the approval of the draft policy, subject to the proposed revisions.

2. Draft DMC re: Proposed Guidelines on the Claim for Transportation and Freight Expenses of DENR Officials and Employees Reassigned to other DENR Offices

Presentation and Discussions:

- Mr. Mario Contreras, Jr. stated that this policy was drafted for those employees relocated from other offices. They used to utilize relocation allowance which has no legal basis and is not in the Government Accounting Manual. The legal basis they found

is in EO 292 or the Administrative Code on reimbursement of freight and transfer expenses. He proceeded with the presentation of the draft policy. He stated that the COA Circular No. 2012-01 "Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions" was added as a legal basis under the preambular statement. Dir. Eneran stated that the preambular statement to be revised based on the usual formatting of the proposed policy.

- On Part II. Coverage, AD Natividad asked if this pertains to the actual cost of expenses. It should be qualified which cost expenses are considered to be allowable based on COA rules. Mr. Contreras stated that we are not allowed to travel if it is business class. In this case, it should be reiterated in the proposed policy. Dir. Eneran added to include the usual text, "subject to usual accounting and auditing rules and regulations."
- On Part III. General Policy Guidelines, Dir. Eneran asked if this section states the instruction in terms of the claim for transportation and freight expenses. Mr. Contreras affirmed this. For. Lanugan asked if the title of this section may be revised to include the qualified claimants. She also suggested to restate Item 1 as Introductory statement while items 2 and 5 may be put under item 1. Items 3 and 4 will be those not entitled to claim expenses. With regards to formatting, she proposed that the draft policy be revised according to DAO 2021-15 or EPDS. For. Mojica stated that there is an item on coverage and non-coverage on the older version. The proponent collapsed the provisions, however, the PTWG proposed to retain the former version.
- On Part IV. Documentary Requirements, Dir. Eneran stated that the term "relocated" should be replaced with "reassigned" based on the definition of terms. Further, Dir. Eneran proposed that a generic special order should be issued. Mr. Contreras stated that the itinerary, travel order, certificate of appearance should be included under item 3. Dir. Eneran proposed that item 4 be revised into "plane, boat, taxi, Grab, Angkas, or bus ticket..." On item 5, Dir. Eneran sought clarification regarding the reimbursement. Mr. Contreras stated that the claimant is only allowed to file for one-time payment. Dir. Eneran clarified why a Special Order with authority to claim is needed. He reasoned that some Special Orders do not include this provision. AD Natividad agreed and this is a disadvantage to the one reassigned since they are not the one who prepare the SO. Dir. Eneran recommended removing the phrase requiring the authority to reimburse.
- On Part VI. Source of Fund, the payment will be provided by the destination office. Dir. Eneran proposed to delete "subject to the availability of funds."
- On Part VIII. Effectivity, Ms. Lim said since the policy is a DMC, it should be effective immediately and there is no need to publish it.
- For. Mojica recalled that the previous version of the policy of scope and coverage contains details as to who is allowed and not allowed to claim. She proposed for this be adopted for the Scope and Coverage. The body did not object to this proposal.

Agreements:

- The Preambular Statement to be revised in accordance to the usual formatting of the proposed policy based on EPDS or DAO 2021-15.

- On Part II. Scope and Coverage,
 - Revert to original version as submitted by FMS on who is allowed and not allowed to claim.
 - Indicate the statement “subject to the usual accounting and auditing rules and regulations”.
 - Qualify which cost expenses are considered to be allowable based on COA rules

- The title of Part III should be revised. This should be divided into two (2) parts: 1) Those who are qualified; and 2) Qualifications for those who are entitled to claim. The PTWG proposed to retain the former version with coverage and non-coverage sub sections.

- On Part IV. Documentary Requirements,
 - the term “relocated” should be replaced with “reassigned” based on the definition of terms.
 - Remove the phrase “with authority to reimburse/claim transportation and freight expenses” in Item 2 - Special Order.
 - Include clarification that claimant is only allowed to file for one-time payment.

- On Part VI. Source of Fund,
 - Delete “subject to the availability of funds.”

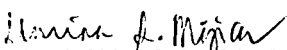
- On Part VIII. Effectivity, the Circular will be effective immediately without need for publication.

- The PTWG moved for the approval of the draft policy, subject to the proposed revisions.

Without other matters to be discussed, the PTWG meeting was adjourned at 4:52 pm.

Prepared by the Secretariat

Noted by:


FOR. LLARINA S. MOJICA
 Chief, Policy Studies Division