



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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0 4 NOV 2022

MEMORANDUM

TO : ALL REGIONAL EXECUTIVE DIRECTORS
CAR, NCR, Regions 1-13

ATTN: PROVINCIAL ENVIRONMENT AND NATURAL
RESOURCES OFFICERS (PENROs)

Benguet	Nueva Ecija
Ifugao	Aurora
Abra	Quezon
Kalinga Apayao	Rizal
Mountain Province	Mindoro Oriental
Abra	Palawan
Metro Manila	Mindoro Occidental
Ilocos Norte	Sorsogon
Ilocos Sur	Camarines Sur
Pangasinan	Camarines Norte
Nueva Vizcaya	Masbate
Quirino Province	Iloilo
Cagayan Valley	Negros Occidental
Tarlac	Antique
Pampanga	Capiz
Bulacan	Guimaras
Tarlac	Bohol
Negros Oriental	Cebu
Leyte	Biliran
Southern Leyte	Eastern Samar
Western Samar	Northern Samar
Zamboanga Sibugay	Zamboanga del Sur
Zamboanga del Norte	Bukidnon
Misamis Oriental	Camiguin
Davao del Norte	Davao Oriental
Compostela Valley	Davao del Sur
Sarangani	Sultan Kudarat
Agusan del Sur	Surigao del Norte
Surigao del Sur	

**ALL ADR FOCAL PERSONS
ALL FOCAL ADR OFFICERS**

FROM : ASSISTANT SECRETARY FOR LEGAL AFFAIRS AND
CHAIRPERSON, ADR COMMITTEE

SUBJECT : CLARIFYING and SUPPLEMENTING INSTRUCTION ON THE ISSUANCE OF ORDER OF COMPROMISE AGREEMENT OR ORDER OF AMICABLE SETTLEMENT FOR CASES THAT REACHED A COMPROMISE AGREEMENT/AMICABLE SETTLEMENT

This Memorandum clarifies and supplements the instructions stated in the Memorandum of the ADR Committee dated 20 October 2022, entitled **DIRECTING the REGIONAL EXECUTIVE DIRECTORS AND/OR PENROs TO TIMELY ACT ON THE ISSUANCE OF CORRESPONDING ORDER OF COMPROMISE AGREEMENT OR ORDER OF AMICABLE SETTLEMENT FOR CASES THAT REACHED A COMPROMISE AGREEMENT/AMICABLE SETTLEMENT.**

The Alternative Dispute Resolution Monitoring and Results System (ADR-MRS) is able to accommodate the creation of user accounts for the PENR Officers (PENRO) and the Regional Executive Directors (RED). The PENR Officers or the Regional Executive Director, with their involvement in the ADR process in the DENR and for proper documentation, takes action on a document transmitted to them through the ADR-MRS, by following the recommended steps specified in the ADR-MRS User Manual. More particularly, they upload the Order of Compromise Agreement or Order of Amicable Settlement. This action of the PENRO or RED, as the case may apply, finally disposes of the case pending before the Department.

In cases where the PENRO or the RED does not have an ADR-MRS account, the ADRO assigned in either the PENR Office or the Regional Office, as the case may apply, may upload the signed Decision/Order Based on Compromise Agreement or Amicable Settlement and indicate in the applicable description in the actions taken menu, that an Order of Compromise Agreement (OCA) or Order of Settlement Agreement (OSA) was issued. *(Please see Excerpt of User Manual on the Guide for Acting on/Approval of Compromise/Settlement Agreements at Annex A).*

In cases where the PENR Office or Regional Office has no ADR-MRS account and has no ADR Officer, they may authorize personnel or an officer to create and access an ADR-MRS user account on behalf of the PENRO or RED and upload the signed Decision/Order Based on Compromise Agreement or Amicable Settlement and indicate in the applicable description in the actions taken menu, that an Order of Compromise Agreement (OCA) or Order of Settlement Agreement (OSA) was issued. The ADR Committee and/or its Secretariat shall be informed about the creation of those accounts, with the corresponding authorization document, evidencing the extent of the authority given to such personnel or officer, to do and perform each and every act which may be necessary for uploading, attaching and proper recording of the OCA or OSA in the System based on the User Manual. This is to ensure proper documentation of such authorization, determine liability if the need arises, and to ensure the confidentiality of the data in the MRS. *(Please see Annex B for cases where the PENR Office or Regional Office has no ADR-MRS account and has no ADR Officer).*

In cases where the PENR Office or Regional Office has no ADR-MRS account, has no ADR Officer, and cannot designate authorized personnel or officer to create and access an ADR-MRS user account on behalf of the PENRO or RED, the guidelines for the referral

of the subject cases to the appropriate ADRO, pursuant to DENR Memorandum Circular No. 2021-01 or "the Guidelines in the Creation of Pool of Alternative Dispute Resolution Officers (PADROs) and the Referral of Land Claims and Conflicts Cases Thereto" may be used suppletorily, in that the PENR Office or Regional Office which has no ADRO, may ask an ADRO from another PENR Office or Regional Office, as the case may apply, to upload the signed Decision/Order Based on Compromise Agreement or Amicable Settlement, and indicate in the applicable description in the actions taken menu, that an Order of Compromise Agreement (OCA) or Order of Settlement Agreement (OSA) was issued. (Please see Annex C for cases where the PENR Office or Regional Office has no ADR-MRS account, has no ADR Officer, and cannot designate authorized personnel or officer to create and access an ADR-MRS user account on behalf of the PENRO or RED).

For your guidance and compliance.


ATTY. MICHELLE ANGELICA D. GO, CESO II
msf 9/16/25

Cc:

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

JOSELIN MARCUS E. FRAGADA, CESO III
Undersecretary for Field Operations - Mindanao

ATTY. JUAN MIGUEL T. CUNA, CESO I
Undersecretary for Field Operations - Luzon, Visayas and Environment

ANNEX A

Guide for Acting on/Approval of Compromise/Settlement Agreements

(This guide assumes that a User Account was already created pursuant to Part II of the ADR-MRS User Manual.)

If the CENRO has already TRANSMITTED the digital ADR case document through the System, the PENRO may be able to access the documents list menu by clicking the Documents Menu as marked by the red rectangle below.

DENR - Alternative Dispute Resolution Monitoring and Result System Home Dashboard Documents List

Documents List

- In Transit
- Received
- Released

The PENRO/RED or ADRO in PENRO may also select the Routing Status of the Document such as if the document is among the following categories:

- **In transit** - the document has been sent from a lower level to the approving higher level but is pending approval from the latter.
- **Received** - the document was received by one level, which can be any of the approving higher level (PENRO, RD, ASec) after being released by the lower level.
- **Released** - the document has been released by a lower level, for instance the CENRO, and consequently has a document bearing the status of "In transit" while awaiting approval or action by the next level, such as the PENRO, in this case.

The following is the status of the document as Released by the CENRO-ADRO pending the approval of the PENRO.

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	ForwardDate	ForwardBy	Routing Status
<input checked="" type="radio"/> In Transit	2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center Nac, Cavite	R4A	Cavite	Nac	4/1/2019	laoag1	In Transit
<input type="radio"/> Received											
<input checked="" type="radio"/> Released											

PENRO Level:

After the CENRO-ADRO has transmitted the document, the PENRO will be able to see the said document as "In Transit", as illustrated below.

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	ForwardDate	ForwardBy	RoutingStatus
<input checked="" type="radio"/> In Transit <input type="radio"/> Received <input type="radio"/> Released	2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center. Naic, Cavite	R4A	Cavite	Naic	4/1/2019	laoag1	In Transit

The PENRO will be able to take action of the document transmitted by the CENRO by following these steps:

1. Click the hyperlink (colored light blue) of the ADR Number.
2. The PENRO-ADRO is required to enter the Date Referred to ADRO, and press OK if done.

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	ForwardDate	ForwardBy	RoutingStatus
<input checked="" type="radio"/> In Transit <input type="radio"/> Received <input type="radio"/> Released	2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center. Naic, Cavite	R4A	Cavite	Naic	4/1/2019	laoag1	In Transit

Date Referred to 4/1/2019
 ADRO

Consequently, the PENRO will be able to Receive the transmitted document as illustrated by its Routing Status below:

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	RoutingStatus
<input type="radio"/> In Transit <input checked="" type="radio"/> Received <input type="radio"/> Released	2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center. Naic, Cavite	R4A	Cavite	Naic	Received
	2019-0128001-0042	Land Claims and Conflict - boundary dispute	test case	protestant VS applicant	lot no 1	R01	Ilocos Norte	Laoag City	Received
	2019-0128001-0111	Miscellaneous Sales Patent Application	test duplicate	armin VS lawrence	y	R01	Ilocos Norte	Laoag City	Received

Regional Director Level:

After the PENRO-ADRO has transmitted the document, the RED-ADRO will be able to see the said document as "In Transit", as illustrated below.

Documents List

	ADRNo	Subject	CaseNo	CaseName/CapponParties	LocationofSubjectoftheCase	Region	Province	City/Municipality	ForwardDate	ForwardBy	RoutingStatus
In Transit	2015-	Claims and Conflict -									
Received	0122001-	Survey/Delineation of Public Lands	2015-45	Rodel Castro VS Felix Sy	Lot 12 Block E Rosana Center Batas Ilocos Norte	R01	Ilocos Norte	Batas	3/26/2019	ilocosnorte	In Transit
Released											

The RED or ADRO in Regional Office will be able to take action of the document transmitted by the PENRO by following these steps:

1. Click the hyperlink (colored light blue text) of the ADR Number.
2. The RD-ADRO is required to enter the Date Referred to ADRO, and press OK if done.

Date Referred to 4/1/2019
ADRO

Guide for Acting on/Approval of Compromise/Settlement Agreements

The following is an excerpt from the ADR-MRS User Manual to guide PENRO Officers and REDs on the steps for acting on or approval of a compromise and settlement agreement, for purposes of issuing an Order of Compromise Agreement (OCA) or Order of Settlement Agreement (OSA):

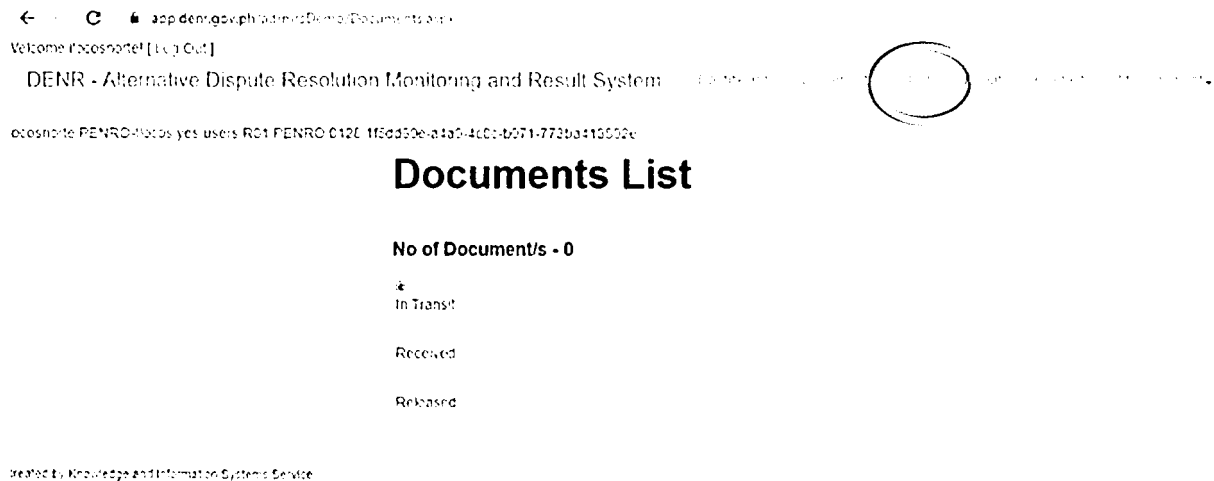
After a lower level office has completed the ADR-MRS process of **Transmitting a Compromise or Settlement Agreement**, an Administering Officer (PENRO/RED), in the following levels are entitled to act upon the CA pursuant to Sec. 31 of DAO 2016-30:

- CENRO transmits CA to be acted upon by PENRO;
- PENRO act on the CA from CENRO;
- Regional Office act on CA Submitted by ADRO of Regional Office or endorsed by PENRO

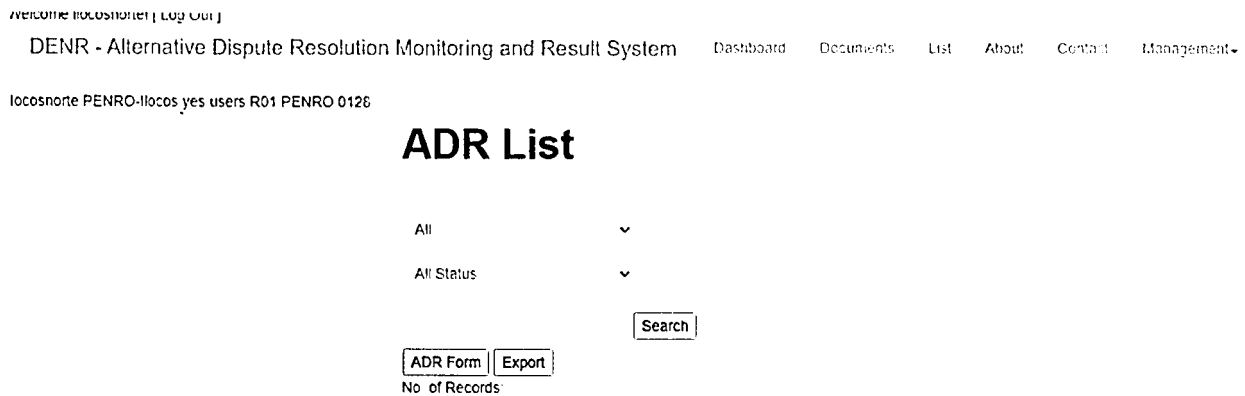
LMB act on CA on Claims within its jurisdiction;

- Assistant Secretary for Legal Affairs (Central Office) - Act on CA Conducted on Appeal

To look for the ADR documents pending for action by the PENRO, the **List** Menu as encircled below must be clicked.



In the **ADR List Menu**, click the **Search** button to display the list of ADR cases which was acted by your office.



In the illustrated case below, an ADRO or an Administering Officer in the PENR Office will be able to add a new action for the issuance of OCA/OSA, to act upon the CA/SA transmitted by the CENRO, by following the steps below:

- Click the Add New Action button under the Actions Taken Menu.

28001 80 CENRO CENRO

ADR Form

[Thumbnail](#)

ADR No: 2019-0128001-0135

Nature of Subject: Claims and Conflict on Issuan

Case No: CENRO-2019-4590

Parties Involved: Claimant/Applicant

Claimant: Ruby Tino

Applicant: Felix By

Case Name / Caption Parties: Ruby Tino VS Felix By

Location of Subject of the Case: Lot 12 Block 8 Rosario Center P...

Region: RD1

Province: Bocos Norte

City / Municipality: Paoy

Date Filed: 12/5/2018

Date Referred to ADRO: 1/11/2019

UpdatedBy: laog1

UpdatedDate: 4/1/2019 7:53:45 PM

[Update ADR Form](#) [Delete ADR Form](#) [Cancel ADR Form](#)

Actions taken

[Add New Action](#)

Status of the Case	Details Action Taken	Date Action Taken	Office Level	ADRO Officer
Successful - Compromise Agreement Reached	Compromise Agreement approved by CENRO Officer on 1 January 2019	1/5/2019	CENRO	test test laog1

Comments

[Add New Comment](#)

Attachments

PLEASE ATTACH THE FOLLOWING REQUIRED FORMS

Actions taken

[Add New Action](#)

Status of the Case	Details Action Taken	Date Action Taken	Office Level	ADRO Officer
Successful - Compromise Agreement Reached	Compromise Agreement approved by CENRO Officer on 1 January 2019	1/5/2019	CENRO	test test laog1

Comments

[Add New Comment](#)

- In the actions taken menu, select the Status of the Case dropdown menu and select the option Order of Compromise Agreement Issued.
- Similar action must be taken when selecting the Status of the Case which is Order of Amicable Settlement Issued.
- Enter the necessary details, such as the Details of the Action taken and the Date when the Action was Taken.
- Then press the Save Action Taken button to complete the process.

Actions taken

Status of the Case	OCA Issued	▼
Details Action Taken	CA is compliant with DAO 2016-3	
Date Action Taken	4/1/2019	
Handling ADR Officer	Norte user Ilocos	▼
Office Level	PENRO	
ActionTaken Updated Date		
<input type="button" value="Save Action Taken"/> <input type="button" value="Delete Action Taken"/> <input type="button" value="Cancel Action Taken"/>		

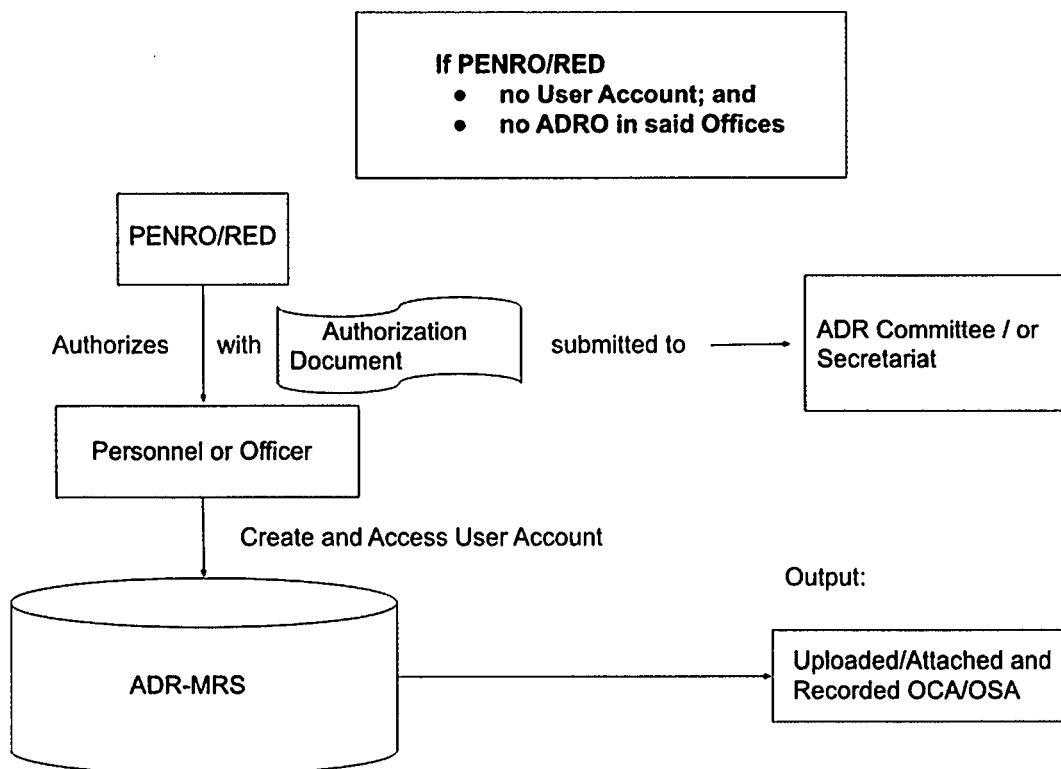
Updated: Status Name: Order of Compromise Agreement Issued.

The following can illustrate an example of an action taken by the PENRO to act upon the compromise agreement from the CENRO.

Actions taken

<input type="button" value="Add New Action"/>				
StatusoftheCase	DetailsActionTaken	DateActionTaken	OfficeLevel	ADROfficer
OCA Issued	CA is compliant with DAO 2016-30	4/1/2019	PENRO	Norte user Ilocos
Successful - Compromise Agreement Reached	Compromise Agreement approved by CENRO Officer on 20 January 2019	1/1/2019	CENRO	test test laog1

ANNEX B



AND;
If PENRO/RED cannot designate authorized personnel or officer to create and access user account; (see next diagram)

ANNEX C

