



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35 • 929-70-41 to 43
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph



BAGONG PILIPINAS

MEMORANDUM

FOR : **THE DIRECTORS**
EMB, FMB, MGB, BMB, LMB, ERDB

THE REGIONAL EXECUTIVE DIRECTORS
DENR Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, CAR and NCR

ATTENTION : **DBC MC FOCAL PERSONS**
EMB, FMB, MGB, BMB, LMB, ERDB
DENR Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, CAR and NCR

FROM : **THE DIRECTOR**
Administrative Service

SUBJECT : **DEADLINE FOR THE SUBMISSION OF DENR BUILDING PROPOSALS FOR CY 2025**

DATE : 06 December 2023

This is relative to the agreements reached during the DENR Building Construction Management Committee (DBC MC) Strategic Planning and Workshop on the Establishment of Building Database and Roadmap conducted on 20-22 September 2023 in Region 3. Based on item no. 2 in the minutes of the abovementioned workshop, the respective offices were recommended to submit all DENR building proposals for CY 2025 including all required attachments before the end of December 2023.

However, to give way for various year-end activities of the Department, **the deadline of the submission for the DENR building proposals for CY 2025 shall be extended to 15 January 2024.**

For inquiries and/or clarifications, you may contact telephone no. (02) 926-2535 or (02) 929-6626 loc. 2284 and look for Engr. Randy L. Tiin or Engr. Jeffrey Bancifra of the Building Management Section (BMS)/DBC MC-TWG Secretariat.

For your information and guidance.

ROLANDO R. CASTRO
Director, Administrative Service

**ANNEX 1: MINUTES OF MEETING - SUMMARY OF MAJOR ISSUES AND CONCERNS IN THE DENR
BUILDING/INFRASTRUCTURE MANAGEMENT**


Concerns	Agreements	Concerned offices/Remarks
1) DBM Requirements for the Projects and Lack of Guidelines for DENR Buildings	<ul style="list-style-type: none"> a) The DBCMC Technical Working Group shall finalize the Building Construction Guidelines within 4th Quarter of CY 2023. b) Further, the DBCMC TWG shall look into the underlying foundation/legal basis of the Department of Budget and Management's budget prerequisites for infrastructure projects such as but not limited to the proof of ownership. 	DBCMC TWG
2) Submission of Requirements	<ul style="list-style-type: none"> a) Standard documents and necessary requirements for all proposed activities shall be continuously submitted to the Policy and Planning Service. b) Distinct sets of documents for pertaining to buildings and structures under GAS shall be submitted to the Administrative Service thru the DBCMC c) Recommended submission of 2025 proposals - December 2023 d) Project Proposals with high cost are recommended to be by Phase. 	Regional Offices and Bureaus
3) For Bill of Quantities/Estimates	<ul style="list-style-type: none"> a) Estimates for construction and major rehabilitation provided by the offices shall be coordinated to and certified by DPWH b) Documents provided by DPWH such as estimates is good as is with endorsement. c) <i>Note: Minor repair and renovation does not need DPWH certification</i> 	Regions and Bureaus
4) Urgent funds for damage structures calamities	<ul style="list-style-type: none"> a) Downloaded funds for approved proposals may be realigned to repair buildings and or offices affected by disasters or force majeure such as but not limited to flash floods, typhoons, earthquakes and volcanic eruptions. b) A Request for Realignment and Justification that the repair is urgent and caused by calamities shall be forwarded to the Financial and Management Service for Clearance. c) As for the remaining from the realigned funds, another request for completion of the subject project may be requested to finish the original infrastructure project. 	DENR Regional Offices and Financial and Management Service
5) Hiring of Technical (COS)	<ul style="list-style-type: none"> a) Due to the need of additional technical personnel, the DENR Bureaus and Regional Offices requested for a new position for DBCMC Activities. 	Policy and Planning Service,

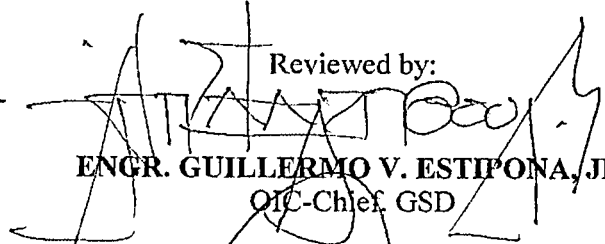
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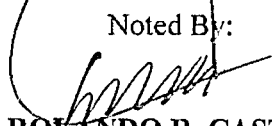
	<ul style="list-style-type: none"> b) The Policy and Planning Service Focal Person shall raise the concern to be aligned/incorporated in the Operational Planning Guidelines which shall be discussed within 4th Quarter of 2023. c) Regional Offices are advised to coordinate with Policy and Planning Service and respective Regional Planning Divisions 	Regional Offices and DBCMC TWG
6) The DENR has no baseline inventory of DENR Infrastructures	<ul style="list-style-type: none"> a) Completion of Initial inventory and database under GASS on October 6, 2023. b) Infrastructures under Programs Activities and Projects (PAP) shall be added upon completion of infrastructure under GASS. 	DBCMC Focal Persons
7) Travel Schedule	Target sites to be inspected in October 2023: Regions 7 & 12	DBCMC TWG Secretariat
	Regions without engineering personnel shall be visited subject to availability of funds (i.e. Regions 10 & 6).	DBCMC TWG Secretariat
	NCR and CAR shall be scheduled in November or December.	DBCMC TWG Secretariat
8) Sharing of Knowledge to Regional Offices Technical Personnel	October - Online orientation for DENR Building Inventory and Initial Database	DBCMC TWG Secretariat
9) Other Issues and Concerns	<ul style="list-style-type: none"> a) Recommendation of the Administrative Service to have Workshops by Cluster b) DENR Offices shall follow the DENR Official Façade particularly the paint colors subject to availability of funds and prioritization. 	Administrative Service

Prepared by:


AR. EARLLE SARAH D. NICDAO
DBCMC Architect


ENGR. JEFFREY BANCIFRA
Engineer II

Reviewed by:

ENGR. GUILLERMO V. ESTIPONA, JR.
OIC-Chief, GSD

Noted By:

ROLANDO R. CASTRO
Director, Administrative Service