



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



**MEMORANDUM**

**FOR** : ALL REGIONAL EXECUTIVE DIRECTORS  
ALL BUREAU DIRECTORS

**FROM** : THE OIC DIRECTOR  
Human Resource Development Service

**SUBJECT** : DISTRIBUTION OF BIOMETRIC DEVICES TO ALL DENR  
OFFICES

**DATE** : 15 December 2023

In line with the upcoming roll-out and implementation of the DENR Online Leave Management System, the DENR Central Office (CO), through the Knowledge and Information Systems Service, has procured standard biometric equipment and Uninterruptible Power Supply (UPS) units for distribution to all DENR Offices. Delivery of said equipment shall run from December 2023 onwards.

We hereby request your Office to facilitate the receipt of the units and the accomplishment of the corresponding Property Transfer Report (PTR), in accordance with the table below:

Equipment Assignment	PTR Signatory	Place of Delivery
DENR Regional Office	Regional Executive Director	DENR RO
PENROs		
CENROs		
Line Bureaus (CO)	Bureau Director (CO)	Bureau (CO)
Line Bureaus (ROs)		DENR RO
Staff Bureaus	Bureau Director	Bureau

The number of units to be assigned per office and the nominated focal persons, as determined during the procurement preparation, is attached for your reference. Once accomplished, please submit the original PTR to the Property Management Section of the Property and Supply Management Division for issuance of Journal Entry Voucher for booking purposes.

For your information.

  
MIRIAM M. MARCELO

MEMO NO. 2023 - 1081

Visayas Avenue, Diliman, Quezon City 1100, Philippines  
www.denr.gov.ph

**Biometric Equipment and UPS Distribution List**

Office	Signatory of Property Transfer Report	Focal Person	No. of Units for Delivery	
			Biometric Equipment	UPS
BMB	Asec Marcial C. Amaro Jr., CESO II	Darwin R. Tejerero	3	3
FMB	OIC Asec Arleigh J. Adorable, CESO III	Paul Brian Lachica	3	3
ERDB	Dir. Maria Lourdes G. Ferrer, CESO III	Alvin F. Olvida	3	3
LMB	Dir. Emelyne V. Talabis, CESO IV	Lovely Grace P. Ibus	3	3
EMB CO	OIC Asec Gilbert C. Gonzales, CESO III	Lexter Maymay	3	3
MGB CO	OIC Dir. Danilo U. Uykieng	Jeffrey Ledesma	3	3
NCR RO	RED Jacqueline A. Caancan, CESO III	Leah C. Orcilla	3	3
EMB RO	c/o Bureau C.O.		4	4
CAR	RED Paquito T. Moreno Jr., CESO III	Cirilo M. Gali	3	3
PENRO			6	6
CENRO			12	12
EMB & MGB RO			c/o Bureau C.O.	4
Region I RO	RED Crizaldy M. Barcelo, CESO III	Helen P. Catolos	3	3
PENRO			4	4
CENRO			7	7
EMB & MGB RO			c/o Bureau C.O.	4
Region II RO	RED Gwendolyn C. Bambalan, CESO III	Filipina F. Atabay	3	3
PENRO			5	5
CENRO			13	13
EMB & MGB RO			c/o Bureau C.O.	4
Region III RO	RED Ralph C. Pablo, CESO III	Karl Kevin D. Tallorin	3	3
PENRO			7	7
CENRO			12	12
EMB & MGB RO			c/o Bureau C.O.	4
Region IVA RO	RED Nilo B. Tamoria, CESO III	Kayeleene Princess B. Dalisay	3	3
PENRO			5	5
CENRO			7	7
EMB & MGB RO			c/o Bureau C.O.	4
Region IVB RO	OIC RED Felix S. Mirasol Jr., CESO IV	Joliza E. Cabrera	3	3
PENRO			5	5
CENRO			10	10
EMB & MGB RO			c/o Bureau C.O.	4
Region V RO	RED Francisco E. Milla, Jr., CESO III	Rene L. Manzanades	3	3
PENRO			6	6
CENRO			6	6
EMB & MGB RO			c/o Bureau C.O.	4

### Biometric Equipment and UPS Distribution List

Office	Signatory of Property Transfer Report	Focal Person	No. of Units for Delivery	
			Biometric Equipment	UPS
Region VI RO	RED Livino B. Duran, CESE	Jade J. Valla	3	3
PENRO			6	6
CENRO			10	10
EMB & MGB RO			c/o Bureau C.O.	4
Region VII RO	RED Paquito D. Melicor Jr., CESO IV	Dennis T. Cuizon, Jr.	3	3
PENRO			4	4
CENRO			6	6
EMB & MGB RO			c/o Bureau C.O.	4
Region VIII RO	RED Lormelyn E. Claudio, CESO IV	Naomi C. Ansale	3	3
PENRO			6	6
CENRO			11	11
EMB & MGB RO			c/o Bureau C.O.	4
Region IX RO	OIC RED Arturo E. Fadriquela	Cyrus B. Bayawa	3	3
PENRO			3	3
CENRO			9	9
EMB & MGB RO			c/o Bureau C.O.	4
Region X RO	RED Henry A. Adornado, Ph. D.	Ronel B Bernardez	3	3
PENRO			5	5
CENRO			10	10
EMB & MGB RO			c/o Bureau C.O.	4
Region XI RO	RED Ma. Mercedes V. Dumagan	Peachy P. Enano	3	3
PENRO			5	5
CENRO			11	11
EMB & MGB RO			c/o Bureau C.O.	4
Region XII RO	RED Felix S. Alicer, CESE	Eric A. Cagaanan	3	3
PENRO			4	4
CENRO			8	8
EMB & MGB RO			c/o Bureau C.O.	4
Region CARAGA RO	RED Nonito M. Tamayo, CESO III	Marietta L. Chua	3	3
PENRO			5	5
CENRO			10	10
EMB & MGB RO			c/o Bureau C.O.	4
<b>TOTAL:</b>			<b>348</b>	<b>348</b>