



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

03 MAR 2023

MEMORANDUM

FOR : **The Director**, Biodiversity Management Bureau (BMB)
In concurrent capacity as Assistant Secretary for Policy,
Planning and Foreign-Assisted and Special Projects

The Director, Forest Management Bureau (FMB),
in concurrent capacity as OIC Assistant Secretary
for Field Operations-Western Mindanao

Regional Executive Directors
DENR Region IV-A, V, IX, X, and XI

The Director
Climate Change Service

FROM : **The OIC Director**
Human Resource Development Service

SUBJECT : **PARTICIPATION OF MASTER OF SCIENCE IN NATURAL
RESOURCES CONSERVATION (MS NRC) BATCH 3
GRANTEES IN THE FIELD TRIP IN ZAMBALES ON 04 TO 05
MARCH 2023**

DATE :

Consistent with the signed Memorandum of Agreement (MOA) dated 13 June 2022 and Special Order No. 2022-794, the following MS NRC Batch 3 scholarship grantees are required to participate in a field trip on NRC 282 which will be held on 04 to 05, March 2023, exclusive of travel time, at Masinloc-Oyon Bay Protected Landscape and Seascape, Zambales:

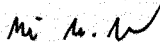
No.	Name	Position/ Designation	Office
1	Reneo B. Vicente	Senior Ecosystem Management Specialist	National Parks Division - BMB
2	Angeline T. Villalba	Ecosystems Management Specialist II	National Parks Division - BMB
3	Marianica Philina L Obmerga	Senior Forest Management Specialist	Forest Management Bureau

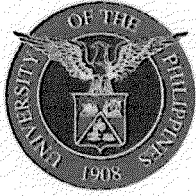
4	Muhammad Fazl-ur-Rahman J. Werble	EMS-II/ PASu, Siocon Resource Reserve	CENRO Siocon, Zamboanga del Norte – DENR Region IX
5	Eleanor D. Lacci - De la Cruz	Ecosystems Management Specialist II / APASu TBPPS	PENRO Sorsogon City – DENR Region V
6	Ariane Joyce L. Mugol	Forester I	PENRO Cavite – DENR Region IV-A
7	Rolando O. Abad Jr.	Science Research Specialist II	Climate Change Service – DENR Central Office
8	Karen Austria Sotomango	Forest Technician I/ Designated Information Officer and Youth Desk Officer	CENRO Calaca, Batangas – DENR Region IV-A
9	Lovern Grace B. Amilao	Ecosystem Management Specialist I/ENGP Focal Person	Conservation and Development Section – DENR Region X
10	Clint Michael B. Cleofe	Development Management Officer II/ Chief, PAWCZMS/Focal Person for Mabini PLS and Mainit Hot Spring PL, Davao de Oro	PENRO Davao de Oro – DENR Region XI

Relative to this, it is hereby requested that the attendance be authorized on official time. Expenses to be incurred shall be charged against DENR funds, subject to the usual accounting and auditing rules and regulations.

Attached are the copies of their approved Special Order, signed Service Obligation Contract and schedule for 2nd Semester 2022-2023 for reference.

For consideration.


MIRIAM M. MARCELO



COLLEGE OF FORESTRY AND NATURAL RESOURCES
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Florencio Tamesis Hall, Martin Reyes St., UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3996 | +63 49 536 3206 | cfnrdo.uplb@up.edu.ph



01 March 2023

SEC. MARIA ANTONIA YULO-LOYZAGA

Department of Environment and Natural Resources
Visayas Avenue, Diliman
Quezon City

Dear Secretary Yulo-Loyzaga:

We would like to submit the schedule of classes of the **MS NRC off campus (Batch 3) program** for the second semester of the academic year 2022-2023. This is the revised version of the schedule transmitted last 07 February 2023 via email. The activities are in accordance with the MS NRC scholarship program for DENR memorandum of agreement and part of the course requirements for the semester.

Thank you very much.

Very Truly Yours,


JAN JOSEPH V. DIDA

Program Coordinator, MS NRC Off-Campus


ANALYN E. CODILAN

Associate Dean, CFNR



COLLEGE OF FORESTRY AND NATURAL RESOURCES UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Florencio Tamesis Hall, Martin Reyes St., UP Los Baños, College, Laguna 4031 Philippines
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MS NRC Batch 3 Schedule for 2nd Semester 2022-2023

Date	Time	Subject	Mode	Venue	Faculty
18-Feb	8-12;1-5	NRC 282	Face to Face	UPLB, Los Baños, Laguna	LSJ Maldia
19-Feb	8-12;1-5	NRC 282	Face to Face	UPLB, Los Baños, Laguna	LSJ Maldia
25-Feb	8-12;1-5	NRC 282	Online	Zoom	LSJ Maldia
26-Feb					
4-Mar	8-12;1-5	NRC 282	Fieldtrip	Zambales	LSJ Maldia
5-Mar	8-12;1-5	NRC 282	Fieldtrip	Zambales	LSJ Maldia
11-Mar	8-12;1-5	NRC 282	Face to Face	DENR, Quezon City	LSJ Maldia
12-Mar	8-12;1-5	NRC 282	Face to Face	DENR, Quezon City	LSJ Maldia
18-Mar					
19-Mar					
25-Mar	8-12;1-5	NRC 282	Online	Zoom	LSJ Maldia
26-Mar					
1-Apr	8-12;1-5	NRC 282	Online	Zoom	LSJ Maldia
2-Apr					
8-Apr		Black Saturday			
9-Apr		Easter Sunday			
15-Apr		Reading Break			
16-Apr					
22-Apr		Eidl Fitr			
23-Apr					
29-Apr	9-12;1-4	NRC 231	Face to Face	DENR, Quezon City	RT Andrada II
30-Apr	9-12;1-4	NRC 232	Face to Face	DENR, Quezon City	RT Andrada II
6-May	9-12;1-4	NRC 232	Online	Zoom	RT Andrada II
7-May	9-12;1-4	NRC 232	Online	Zoom	RT Andrada II
13-May	9-12;1-4	NRC 231	Online	Zoom	RT Andrada II
14-May	9-12;1-4	NRC 231	Online	Zoom	RT Andrada II
15-May	9-12;1-4	NRC 231/NRC 232	Fieldtrip	Batanes	RT Andrada II
16-May	9-12;1-4	NRC 231/NRC 232	Fieldtrip	Batanes	RT Andrada II
17-May	9-12;1-4	NRC 231/NRC 232	Fieldtrip	Batanes	RT Andrada II
18-May	9-12;1-4	NRC 231/NRC 232	Fieldtrip	Batanes	RT Andrada II
19-May	9-12;1-4	NRC 231/NRC 232	Fieldtrip	Batanes	RT Andrada II
20-May	9-12;1-4	NRC 232	Online	Zoom	RT Andrada II
21-May	9-12;1-4	NRC 232	Online	Zoom	RT Andrada II
27-May	9-12;1-4	NRC 231	Online	Zoom	RT Andrada II
28-May	9-12;1-4	NRC 231	Online	Zoom	RT Andrada II
10-Jun	9-12;1-4	NRC 231	Face to Face	UPLB, Los Baños, Laguna	RT Andrada II
11-Jun	9-12;1-4	NRC 232	Face to Face	UPLB, Los Baños, Laguna	RT Andrada II



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SPECIAL ORDER
No. 2022 - 794

OCT 15 2022

SUBJECT: AUTHORIZING CERTAIN DENR EMPLOYEES TO PURSUE MASTER OF SCIENCE IN NATURAL RESOURCES CONSERVATION BATCH 3 AT THE UNIVERSITY OF THE PHILIPPINES LOS BAÑOS (OFF-CAMPUS)

In the interest of the service and to enhance and develop the competencies of DENR professionals in relevant areas of natural resources conservation, the following DENR employees are hereby endorsed to participate in the selection and admission to the Master of Science in Natural Resources Conservation (MS NRC) Batch 3 to be implemented by the University of the Philippines Los Baños (UPLB) covering the period of 1st Semester, SY 2022-2023 to 2nd Semester, SY 2023-2024, starting 15 October 2022:

No.	Name	Position/ Designation	Office
1	Ariane Joyce L. Mugol	Forester I	PENRO Cavite – DENR Region IV-A
2	Rolando O. Abad Jr.	Science Research Specialist II	Climate Change Service – DENR Central Office
3	Clint Michael B. Cleofe	Development Management Officer II/ Chief, PAWCZMS/Focal Person for Mabini PLS and Mainit Hot Spring PL, Davao de Oro	PENRO Davao de Oro – DENR Region XI
4	Muhammad Fazl-ur-Rahman J. Werble	EMS-II/ PASu, Siocon Resource Reserve	CENRO Siocon, Zamboanga del Norte – DENR Region IX
5	Eleanor D. Lacsi - De la Cruz	Ecosystems Management Specialist II / APASu TBPPS	PENRO Sorsogon City – DENR Region V
6	Reneo B. Vicente	Senior Ecosystem Management Specialist	National Parks Division - BMB
7	Angeline T. Villalba	Ecosystems Management Specialist II	National Parks Division - BMB
8	Karen Austria Sotomango	Forest Technician I/ Designated Information Officer and Youth Desk Officer	CENRO Calaca, Batangas – DENR Region IV-A
9	Lovern Grace B. Amilao	Ecosystem Management Specialist I/ENGP Focal Person	Conservation and Development Section – DENR Region X

10	Marianica Philina L Obmerga	Project Evaluation Officer II	Foreign Assisted and Special Projects Service – DENR Central Office
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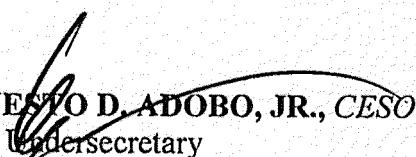
The MS NRC is a blended program that will require the grantees to attend weekend classes at the designated area/s identified by the DENR and online learning, as may be required by the course. They are required to report to their respective offices in between modules until completion of the said program.

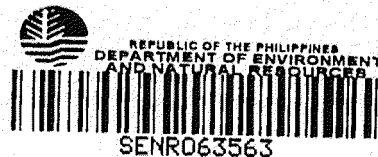
The grantees shall receive full scholarship grant under the DENR Local Scholarship Program. The DENR shall continue to pay their salaries and other emoluments and adjustments, subject to the existing scholarship guidelines and the usual accounting and auditing rules and regulations.

Further, the grantees are entitled to one (1) day-off privilege per week during course work; and two (2) days-off privilege per week during the conduct of thesis writing.

As recipients of scholarship grant, the grantees are required to sign a Service Obligation Contract with DENR which shall serve as basis for monitoring and evaluation of performance as regards to compliance with scholarship rules and regulations.

This Order takes effect immediately and shall remain in force until December 2024 as the expected date of completion of the said Program.


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



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City

LOCAL SCHOLARSHIP AND SERVICE OBLIGATION CONTRACT

KNOW ALL PERSONS BY THESE PRESENTS:

This Agreement is entered into this OCT 7 2022 at Diliman, Quezon City, Philippines by and between the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**, hereinafter referred to as **DENR** and represented by **ATTY. ERNESTO D. ADOBO, JR.**, Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, Filipino, of legal age, and **ARIANE JOYCE L. MUGOL**, Filipino, of legal age, and presently employed as **FORESTER I** in the **COASTAL AND MARINE MANAGEMENT UNIT** of **DENR REGION IV-A**, hereinafter referred to as **GRANTEE**:

WITNESSETH:

WHEREAS, the DENR, aims to enable its personnel to acquire relevant technical skills and knowledge in biodiversity conservation.

WHEREAS, the GRANTEE accepts the DENR Scholarship award under all its terms and conditions as contained in this Local Scholarship and Service Obligation Contract signed by both parties on _____; and other provisions embodied in DENR Administrative Order No. 15, series of 1996, as amended by DENR Administrative Order 2000-77 and the Memorandum of Agreement (MOA) dated 13 June 2022 between the DENR and the University of the Philippines Los Baños (UPLB);

NOW, THEREFORE, for and in consideration of the said premises, both parties have agreed to the following terms and conditions:

I. FIELD AND PLACE OF STUDY

The GRANTEE shall enroll for the **Master of Science in Natural Resources Conservation (MS NRC) Major in Parks and Outdoor Recreation Management** at the University of the Philippines Los Baños to be conducted off campus, as approved by DENR and shall comply with the existing local scholarship rules and regulations of DENR and the academic institution.

II. DURATION OF SCHOLARSHIP GRANT

The scholarship grant shall be for a duration of **two (2) years** or equivalent to the period prescribed by the academic institution.

It may, however, be terminated earlier if the GRANTEE completes the degree within a shorter period of time or for other reasons specified in this Local Scholarship and Service Obligation Contract.

The allowable period of this grant is from **October 2022 to December 2024**.

III. PERIOD OF COMPLETION OF THE SCHOLARSHIP GRANT

The GRANTEE agrees to complete the program within the duration of the grant. Completion shall mean graduation with a Master's Degree in Natural Resources Conservation.

IV. DENR's RIGHTS AND RESPONSIBILITIES

1. Pay the full salary of the GRANTEE including the privileges enjoyed by DENR employees, provided such are in accordance with policies, rules and regulations;
2. Provide the GRANTEE day off privileges of one (1) day off privilege to prepare for their Saturday and Sunday classes; and two (2) days off per week to focus on thesis writing as agreed with his/her immediate supervisor¹ for the duration of the grant;
3. Provide the GRANTEE with the following benefits during the period of scholarship subject to the availability of funds:


BENEFIT	MANNER OF PAYMENT
a. Matriculation, tuition and other school fees	To be paid to the UPLB receipt of billing statement
b. Monthly stipend of P3,500.00	To be paid to GRANTEE while actually enrolled in school after submission of registration form
c. Book and school supplies allowance of P2,000.00/semester and P1,000.00/summer	To be reimbursed to GRANTEE upon presentation of official receipts
d. Reimbursement of actual expenses for course-related field trips within the Philippines	To be reimbursed to GRANTEE upon presentation of travel and supporting documents
e. Thesis/Research allowance not to exceed P25,000.00	To be paid to GRANTEE upon presentation of thesis/dissertation outline duly approved by the thesis adviser/thesis committee
f. Expenses incidental to graduation such as cost of diploma and rent of toga	To be paid to GRANTEE upon presentation of official receipts
g. Transportation expenses from provincial residence to school and back, subject to the availability of funds.	To be reimbursed to GRANTEE upon presentation of travel and supporting documents


4. Monitor the performance of the GRANTEE in coordination with his/her parent unit;
5. Terminate the scholarship grant due to any of the following reasons:
 - a. Enrolling in other University without the approval of the DENR;
 - b. Dropping of subject(s);
 - c. Changing the field of study without prior approval of DENR;

¹ Annex A

- d. Transfer to other government agency or a private institution;
- e. Expulsion or suspension from the UPLB;
- f. Grave misconduct, gross neglect of duty, and serious dishonesty;
- g. Obtaining of a grade of "5" or its equivalent in any of his/her subjects and obtaining a grade lower than the prescribed average grade of "1.75" or its equivalent, after two (2) consecutive semesters in the program, unless the GRANTEE's reason is justifiable and the UPLB still accepts him/her;
- h. Enjoying simultaneous benefits/privileges such as foreign travel, without prior approval of DENR, **except** attendance to trainings on matters related to the field of study, or, in highly meritorious circumstances (unavailability of qualified employees in highly technical or specialized fields), participation to International Conferences, meetings and other non-study trips, to which the Philippine Government has commitments where he/she is the Focal Person, Chairperson or Member of a Technical Working Group, Board or related organizations; and
- i. Failure to submit his/her scholastic records/grades two weeks upon receipt of the grades from the UPLB endorsed by his/her immediate supervisor to the HRDC through HRDC Secretariat.

V. GRANTEES RESPONSIBILITIES

- 
- 1. Complete the program within the duration of the scholarship grant;
 - 2. Carry the required regular academic load for each school term, except when the units are the last remaining units for completion of the program.
 - 3. Devote full time to the program by:
 - a. Not enjoying simultaneous scholarship or other grants; and
 - b. Not entering into any form of employment and/or consultancy without prior approval of the Secretary or his/her representative.
 - 4. Maintain an average grade of "1.75" or its equivalent or as required by the UPLB where he/she is enrolled;
 - 5. Seek prior approval from the Secretary or his/her representative before doing any of the following:
 - a. Dropping of more than 25% of academic load in any one term;
 - b. Changing the field of study;
 - c. Transfer to another academic institution;
 - d. Taking a leave of absence.
 - 6. Submit a progress report to include subjects taken and grades obtained two (2) weeks upon receipt of grades from the UPLB endorsed by his/her immediate supervisor to the HRDC through HRDC Secretariat;

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7. Submit to his/her office and to other concerned offices, copy furnished HRDC through HRDC Secretariat, a completion report or Re-Entry Action Plan (REAP) of his/her study within thirty (30) days after termination of scholarship grant. The report shall include:
 - a. The degree, units earned and the corresponding grade obtained;
 - b. Highlights of the thesis submitted to the UPLB in partial fulfillment of the requirements for graduation. In this case a copy of such thesis must be submitted also in three (3) copies to be distributed to (1) the HRDC; (2) Heads of Offices concerned; and (3) the DENR Library; and
 - c. Other relevant information useful in determining the GRANTEE's proper assignment/relocation within the Department or any of its offices.
 8. Immediately after termination of scholarship grant, continuously serve DENR for a period of two (2) years for every year or a fraction thereof in excess of more than six (6) months that he/she enjoyed the scholarship grant. If the excess is six (6) months or less, the GRANTEE shall serve the DENR for one (1) year. For this scholarship grant, the service obligation of the GRANTEE is **four (4) years**. The reckoning time of the service obligation is upon completion of the program;
 9. Continue to work in DENR between modules while on scholarship; and,
 10. Immediately resume work in DENR after completion of his/her program or upon termination of the scholarship grant. A form on resumption of duty must be submitted for purposes of computation of service obligation; and
 11. Refund to DENR all expenses incurred in connection with the scholarship grant, including all salaries, allowances, bonuses, and other benefits during the period of scholarship, should any of the following grounds occur:
 - a. Failure to complete the course program within the duration of the scholarship grant. Collection of refund commences after the lapse of the Maximum Residency Requirement (MRR) of the academic institution. Should there be no prescribed MRR, refund shall start three (3) years after the expiration of the scholarship contract;
 - b. Willful neglect or abandonment of the scholarship grant;
 - c. Resignation or voluntary retirement;
 - d. Suspension or Removal from the service for cause;
 - e. Termination of the scholarship grant due to causes enumerated under Item No. IV.5 of this Contract; and
 - f. Other causes within the GRANTEE's control.

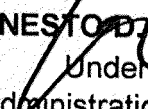
The refund shall be collected without need for an authorization from the grantee on any of the following methods:

- Full cash payment (All expenses incurred in connection with the scholarship grant, including all salaries, allowances, bonuses, and other benefits during the period of scholarship and incurred days-off)

Automatic equal monthly deduction in salary and other benefits, to be settled within one (1) year or three (3) years after the termination of the scholarship grant but shall not, in any case, exceed a maximum period of five (5) years, provided, the same is in compliance with relevant laws²; provided further, that cause of refund is not due to separation from the service.

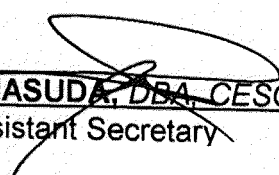
The abovementioned collection of refund processes is **mutually exclusive** and shall be **irrevocable** once an option has been communicated and/or brought to the knowledge of the DENR. In no case shall the refund be made without notice prior to the collection thereof.

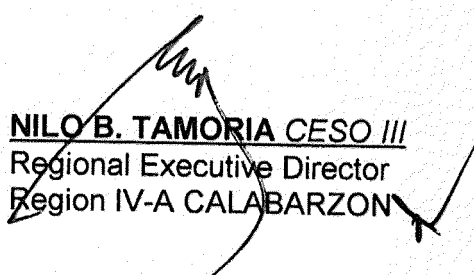
IN WITNESS WHEREOF, the parties hereunto set their signatures
this OCT 15 2022, in QUEZON CITY, Philippines.


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


ARIANE JOYCEL L. MUGOL
Grantee

WITNESSES


HIRO V. MASUDA, DBA, CESO III
Assistant Secretary


NILO B. TAMORIA CESO III
Regional Executive Director
Region IV-A CALABARZON

² Republic Act no. 10964 "General Appropriations Act" s. 2018

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) QUEZON CITY
S.S.

BEFORE ME, this OCT 15 2022 day of OCT 15 2022, 2022, in QUEZON CITY, personally appeared ATTY. ERNESTO D. ADOBO, JR. with Passport/CTC/ID No. P6563023B3 issued DFA-Manila on 26 March 2021 and ARIANE JOYCE L. MUGOL with Passport/CTC/ID No. P7499041B issued at DFA Manila on 31 August 2021, respectively known to me to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free act and deed.

IN WITNESS HEREOF, I have hereunto set my hand OCT 15 2022 day of

QUEZON CITY

NOTARY PUBLIC

Doc. No. 252
Page No. 51
Book No. 52
Series of 2022


ATTY. RYAN C. CORTAZ
NOTARY PUBLIC

Commission No. 07112021-2022
PTR No. 252 Quezon City
MCC No. 0036666
Address: One Executive Bldg
Condominium West Avenue, Quezon City

