



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : **All Staff Bureau Directors**
FMB, LMB, BMB, ERDB

All Regional Executive Directors
DENR-Regions 1-13, NCR and CAR

FROM : **The Officer-In-Charge**
Office of the Undersecretary for Finance, Information Systems and
Climate Change

SUBJECT : **IMPLEMENTATION OF DIGITAL PAYMENTS PURSUANT TO
EXECUTIVE ORDER (EO) NO. 170¹ AND ITS IMPLEMENTING
RULES AND REGULATIONS (IRR)**

DATE : **MAR 23 2023**

This refers to EO 170 and its IRR on the implementation of e-collection and e-payment. The DENR-Central Office already conducted a meeting on the implementation of EO 170 with the Bureau of the Treasury (BTr) and the Landbank of the Philippines last 10 February 2023. The agreements during the meeting were: 1) to formulate a “mother” Memorandum of Agreement (MOA) between DENR, encompassing all Offices, and Landbank of the Philippines (LBP) on the use of LBP’s e-payment facility, the “LANDBANK Link.BizPortal”; and 2) to issue a Special Order authorizing the creation of the Teams that will lead the digitalization of payment in the DENR Central Office, Staff Bureaus, Regional Offices, and PENROs to be signed by the Heads of Offices. The “mother” MOA was already forwarded last 1 March 2023 to the Office of the Assistant Secretary for Legal Affairs for review. The proposed Special Order (SO) authorizing the creation of the Payment Digitalization Teams (PDT) is currently under process. Under the proposed SO, the Staff Bureaus, Regional Offices, and PENROs are instructed to create a PDT to oversee and implement digital payments in their areas of jurisdiction.

While anticipating the approval of the said documents, we advise all Staff Bureaus, Regional Offices, and PENROs to:

1. arrange an **orientation** on LANDBANK Link.BizPortal with the respective LBP servicing banks soonest and comply with the LBP’s requirements; and
2. submit the **accomplished Action Plan (Attachment 1)** as prescribed by the BTr to the Financial and Management Service, through the email address fms.mgt@denr.gov.ph **on or before April 17, 2023**. The instructions are provided on how to fill out the form. The e-copy of the action plan will be emailed to your official email addresses.

For immediate compliance.


ENGR. NONITA S. CAGUIOA

¹ Adoption of Digital Payments for Government Disbursements and Collections dated May 12, 2022

DEPARTMENT: Department of Environment and Natural Resources
 BUREAU/REGION: :

PAYMENTS DIGITALIZATION TEAM:

Name	Position	Email/Viber

FEES AND CHARGES COLLECTIONS:

For collection(s) w/ Digital Payment(s) option

Name of Collection/ Type of Transaction	Payment Channel(s)	Start of Digital Collections (Month & Year)	Digital collections/ Total Collections (in %) per Type of Transaction (2021 & 2022)	Total Volume per Type of Transaction (2021 & 2022)	Total Value per Type of Transaction (2021 & 2022)	Plans to Increase Utilization	
						Plan/ Program/ Initiative	Timeline (Month & Year)
REGIONAL TOTAL							
1. Forest management services							
a. Fee 1							
b. Fee 2							
2. Land management services							
3. Etc.							
Regional Office							
1. Forest management services							
a. Fee 1							
b. Fee 2							
2. Land management services							
3. Etc.							
PENRO 1 TOTAL							
1. Forest management services							
a. Fee 1							
b. Fee 2							
2. Land management services							
3. Etc.							

For collection(s) w/o Digital Payment option

Name of Collection/ Type of Transaction	Total Volume per Type of Transaction (2021 & 2022)	Total Value per Type of Transaction (2021 & 2022)	Ongoing Efforts/ Plans to Digitalize	Payment Channel(s)	Indicative Timeline of Implementation	Challenges
REGIONAL TOTAL						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						
Regional Office						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						
PENRO 1 TOTAL						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						

For disbursement(s) w/o Digital Disbursement option						
Name of Disbursement/ Type of Transaction	Total Volume per Type of Transaction (2021 & 2022)	Total Value per Type of Transaction (2021 & 2022)	Ongoing Efforts/ Plans to Digitalize	Payment Channel(s)	Indicative Timeline of Implementation	Challenges
REGIONAL TOTAL						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						
Regional Office						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						
PENRO 1 TOTAL						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						

Prepared by:

Approved by:

Name & Designation

Name & Designation

Definition of Terms

Department	Name of department
Agency	Name of agency/attached agency/lower level operating unit
Name	Name of focal person assigned in Payments Digitalization Team
Position	Position/designation of focal person assigned in Payments Digitalization Team
Email/Viber	Contact details of focal person assigned in Payments Digitalization Team

FEES AND CHARGES COLLECTIONS:

For collection(s) w/ Digital Payment(s) option

Name of Collection/ Type of Transaction	Nature of Collection with Digital Payments (fees and charges such as license renewal, business permit, passport application, etc.)
Payment Channel(s)	Payment channel e.g. mobile wallets, fund transfer (bank or emoney), prepaid/debit/credit cards
Start of Digital Collections (Month & Year)	This refers to the Month and Year when the Office started using e-Collection for a specific fee/charge
Digital collections/ Total Collections (in %) per Type of Transaction (2021 & 2022)	This refers to the percentage per specific fee/charge by dividing the Digital Collections by the Total Collections (including non-digital collections), covering Years 2021 and 2022
Total Volume per Type of Transaction (2021 & 2022)	This refers to the total number of transactions collected through digital means e.g. fund transfer (bank or emoney), prepaid/debit/credit cards
Total Value per Type of Transaction (2021 & 2022)	This refers to the total amount of transactions collected through digital means e.g. fund transfer (bank or emoney), prepaid/debit/credit cards
Plans to Increase Utilization: Plan/ Program/ Initiative	This refers to the plans/programs/initiatives to increase utilization within a year starting from Year 2023
Plans to Increase Utilization: Timeline (Month & Year)	This refers to the timeline of implementation of the proposed plan to increase utilization of the identified transaction/collection

For collection(s) w/o Digital Payment option

Name of Collection/ Type of Transaction	This refers to the fees/charges not yet ready for digital collection (fees and charges such as license renewal, business permit, passport application, etc.)
Total Volume per Type of Transaction (2021 & 2022)	This refers to the total number of transactions collected manually e.g. over-the-counter, cashier/national collecting officer
Total Value per Type of Transaction (2021 & 2022)	This refers to the total amount of transactions collected manually e.g. over-the-counter, cashier/national collecting officer
Ongoing Efforts/ Plans to Digitalize	This refers to the ongoing efforts or any plans to digitize payment (eg., coordination with Landbank of the Philippines, etc.)
Payment Channel(s)	This refers to the current payment method (e.g., over-the counter payment, etc.) being used.
Indicative Timeline of Implementation	This refers to the timeline of implementation of planned digital payment (by month and year)
Challenges	Challenges encountered in implementation

DISBURSEMENTS:

For disbursement(s) w/ Digital Disbursement(s) option

Name of Disbursement/ Type of Transaction	Nature of Disbursement through digital means e.g. electronic fund transfer (bank or emoney), mobile wallets, LDDAP-ADA, money remittance (such as payment to suppliers, bills payment, payroll, etc.)
Disbursement Channel(s)	Mode of disbursement e.g. electronic fund transfer (bank or emoney), mobile wallets, LDDAP-ADA, money remittance
Start of Digital Disbursements (Month & Year)	This refers to the Month and Year when the Office started using e-Disbursement for a specific transaction
Digital disbursements/ Total Disbursements (in %) per Type of Transaction (2021 & 2022)	This refers to the percentage per specific disbursement by dividing the Digital Disbursements by the Total Disbursements (including non-digital disbursements), covering Years 2021 and 2022
Total Volume per Type of Transaction (2021 & 2022)	This refers to the total number of transactions disbursed through digital means e.g. fund transfer (bank or emoney), prepaid/debit/credit cards, LDDAP-ADA
Total Value per Type of Transaction (2021 & 2022)	This refers to the total amount of transactions disbursed through digital means e.g. fund transfer (bank or emoney), prepaid/debit/credit cards, LDDAP-ADA
Plans to Increase Utilization: Plan/ Program/ Initiative	This refers to the plans/programs/initiatives to increase utilization within a year starting from Year 2023
Plans to Increase Utilization: Timeline (Month & Year)	This refers to the timeline of implementation of the proposed plan to increase utilization of the identified transaction/disbursement

For disbursement(s) w/o Digital Disbursement option

Name of Disbursement/ Type of Transaction	Nature of Disbursement through manual means e.g. MDS checks, ACIC (such as payment to suppliers, bills payment, payroll, etc.)
Total Volume per Type of Transaction (2021 & 2022)	This refers to the total number of transactions disbursed manually e.g. MDS Checks, ACIC
Total Value per Type of Transaction (2021 & 2022)	This refers to the total amount of transactions disbursed manually e.g. MDS Checks, ACIC
Ongoing Efforts/ Plans to Digitalize	This refers to the ongoing efforts or any plans to digitize disbursements (eg., coordination with Landbank of the Philippines, Bureau of the Treasury, etc.)
Payment Channel(s)	This refers to the current disbursement method (e.g., via Checks, etc.) being used.
Indicative Timeline of Implementation	This refers to the timeline of implementation of planned digital payment (by month and year)
Challenges	Challenges encountered in implementation