



Republic of the Philippines
Department of Environment and Natural Resources
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929-66-20 | 929-66-33 to 35
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03 APR 2023

MEMORANDUM

FOR : All Regional Executive Directors
DENR - CAR, NCR, Regions I to XIII

FROM : The Director
Legal Affairs Service, and Head of the DENR Central Office Sub-Committee on Anti-Red Tape (Sub-CART) on Citizen's Charter (CC) Compliance and Monitoring per Special Order No. 2021-551

SUBJECT : REVISIONS ON CITIZEN'S CHARTER NO. RO-AF-05-06-07.
PROCESSING OF PAYMENT OF CLAIMS PER DENR
ADMINISTRATIVE ORDER NO. 2022-14 DATED 17 JUNE
2022

In view of the issuance of DENR Administrative Order (DAO) No. 2022-14 dated 17 June 2022 or the Manual of Authorities on Financial Matters, this office requested your office to review and submit the proposed revision on Citizen's Charter on *Processing of Payment of Claims* (CC No. RO-AF-05-06-07) which shall be included in the updated DENR Citizen's Charter 2023 (1st Edition). However, upon consolidation and evaluation of your proposed revisions, including those from the DENR Central Office Cashier Section, and Accounting and Budget Divisions, there is a need to conduct a consultation meeting to discuss and harmonize your different concerns to come up with a standard checklist of requirements and process flows for the payment of claims for the DENR Field Offices.

In this regard, only the changes made on the process flows on Payment of Claims in the region which are in line with DAO 2022-14 shall be adopted and will be part of the DENR Citizen's Charter 2023 1st Edition. Those not yet in line with DAO 2022-14 shall be subsequently discussed in the said consultation workshop with the DENR's Financial and Management Service (FMS), and any subsequent revisions agreed upon shall form part of the DENR Citizen's Charter 2023 (2nd Edition).

For inquires, you may contact For. Mark Vincent Yngente through his mobile number at 0998-510-5309 or through the email address denrcosubcart.citizenscharter@gmail.com.

For information and record.


NORLITO A. ENERAN, LL.M., CESO III