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MEMORANDUM

TO : THE REGIONAL EXECUTIVE DIRECTORS
Region 1-8 NCR, and CAR

FROM : THE UNDERSECRETARY
Field Operations Luzon, Visayas and Environment

SUBJECT : ENDORSING THE RESPONSES TO THE ISSUES RAISED BY
THE REGIONAL EXECUTIVE DIRECTOR (RED) OF THE
DENR-MIMAROPA DURING THE FIRST QUARTER
NATIONAL MANAGEMENT CONFERENCE RE:
IMPLEMENTATION OF ONLINE REPORTING SYSTEM
(ORS) DEVELOPED BY THE PROGRAM MONITORING AND
EVALUATION DIVISION-POLICY PLANNING SERVICE
(PMED-PPS)

DATE : MAY 12 2023

This refers to the Memorandum letter dated 08 May 2023 from Undersecretary Jonas Leones regarding the abovementioned subject. For the better appreciation of the DENR's Online Reporting System (ORS), attached herewith are additional information on the System which include a brief background, objectives, features, and status of implementation of the System.

For information and guidance.


ATTY. JUAN MIGUEL T. CUNA, *CESO I*

c.c.

Office of the Undersecretary for Field Operations-Mindanao

MEMO NO. 2023 - 419



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MEMORANDUM

THRU : **ATTY. JUAN MIGUEL T. CUNA**
Undersecretary for Field Operations for Luzon, Visayas, and Environment

JOSELIN MARCUS E. FRAGADA
Undersecretary for Field Operations for Mindanao

FROM : The Undersecretary for Policy, Planning and International Affairs

SUBJECT : **RESPONSES TO THE ISSUES RAISED BY THE REGIONAL EXECUTIVE DIRECTOR (RED) OF DENR-MIMAROPA DURING THE FIRST QUARTER NATIONAL MANAGEMENT CONFERENCE RE: IMPLEMENTATION OF ONLINE REPORTING SYSTEM (ORS) DEVELOPED BY THE PROGRAM MONITORING AND EVALUATION DIVISION – POLICY AND PLANNING SERVICE (PMED-PPS)**

DATE : **MAY 08 2023**

Submitted herewith are our responses to the issues raised by RED Lormelyn E. Claudio during the First Quarter National Management Conference last April 18-19, 2023 held at the Marriot Hotel, Clarkfield Pampanga, regarding the implementation of the ORS developed by PMED-PPS.

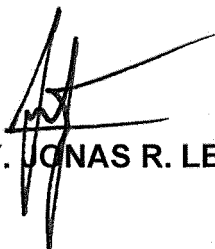
ISSUE	REPOSSES FROM THE PPS
The System does not capture the real performance of the region as select indicators are included	1. It was clarified/emphasized during the ORS Orientation and consultative meeting with the Regions that the system only includes the major or selected indicators . These are the indicators which are required essential by the DENR management, Office of the Cabinet Secretary, Office of the Presidential Management Staff, Congressmen and Senators during Budget Hearings of the Department, oversight agencies such as the Department of Budget and Management, Commission on Audit (COA), and inputs to SONA.

ISSUE	RESPONSES FROM THE PPS
	<ol style="list-style-type: none"> <li data-bbox="676 232 1442 584">2. The main intent of the System is not to capture the real performance of the Regions by considering the entire activities indicated in their WFP. The System was developed purposely to generate data/information on these indicators/activities which are believed as necessary to be reported on a monthly basis. We can already gauge the performance of the regions using these major/selected indicators. <li data-bbox="676 629 1442 786">3. Inputting all activities of the Regions in the System based on their approved WFPs is not proper considering the peculiarities of the targets and activities of each Region. <li data-bbox="676 831 1442 987">4. It is the responsibility of the Regional Offices, specifically the Regional PMDs, to monitor monthly the performance of their entire Region based on their approved WFPs. <li data-bbox="676 1032 1442 1182">5. It should be noted that the monitoring of the performance of the Region, taking into account all activities indicated in their WFPs, shall only be done by the PPS on a quarterly basis.
<p data-bbox="204 1292 655 1509">Additional work for the field offices especially for the PENROs who need to encode the accomplishments of the CENRO. The system should ease the work.</p>	<ol style="list-style-type: none"> <li data-bbox="676 1292 1442 1525">1. The monthly submission of Form 1, based on the approved WFP, was already deferred by the PPS with the issuance of Memorandum on the submission of accomplishment reports for CY 2023 onwards from then OIC Director for PPS dated 17 January 2023.
<p data-bbox="204 1554 655 1809">The Region still continue the practice for field offices/regional offices to submit reports on a monthly basis so we can track the progress of the region per month.</p>	<ol style="list-style-type: none"> <li data-bbox="676 1570 1442 1809">2. The System was designed to facilitate data collection, storage and reporting process. The PMED-PPS only requires the Regions to submit monthly the status of implementation of <u>selected programs only via ORS</u>, and quarterly for all activities in the WFP, using Form 1. <li data-bbox="676 1845 1442 1995">3. The field offices, specifically the PENROs, may find the implementation of ORS a duplication of work because the Regional PMD still requires them to submit reports on a monthly basis, using

ISSUE	RESPONSES FROM THE PPS
	Form 1, despite deferment of its submission to PMED-PPS.
<p><i>Recommendations from the Region during the ManCon</i></p> <ul style="list-style-type: none"> - For presentation and concurrence of the REDs prior to the adoption and implementation of ORS. - Issuance of guidelines on the adoption of the ORS - CENROs to be given account for encoding 	<ul style="list-style-type: none"> - PPS will prepare a Manual for the implementation of ORS to be issued in May 2023 for vetting of the Regions/PENROs - As agreed during the ORS Orientation, PPS shall prepare a Memorandum seeking the approval of the management for the implementation and adoption of ORS - Given that the system is using free applications, giving accounts to CENRO would entail additional number of rows per selected indicator which will make the system load more data and difficult to manage. - More access would mean more users, i.e, around 140 users for the CENROs, 75 from PENROs, and 16 from the Regions, not to mention their respective Technical and Management Divisions/Sections. Locking and management of the system will require longer period of time.

For better appreciation of the ORS, we have attached herewith additional information on the System which include a brief background, objectives, features and status of implementation of the System.

For your information and reference.


ATTY. JONAS R. LEONES

ONLINE REPORTING SYSTEM

A. Rationale and Challenges

The ORS was developed by the PMED-PPS to address the following issues on data collection, storage and reporting process:

1. Data collection and handling are properly organized in the Regions and Bureaus. However, there seems to be an absence of Database Systems to handle data storage and processing.
2. Reporting from the delivery units such as the Regions, PENROs, CENROs and Bureaus, mostly follows the set timelines, however, incidence of corrections after deadlines is noticeable. The various M&E System of the Regions do not have uniformity in their timelines, especially in the prescribed cut-off dates. Thus, evaluation of correlation among reports becomes illogical. Also, the incidence of revisions speaks of the poor quality of reports.
3. The consolidation of reports from the Regions, submitted via email and courier, is time consuming.
4. There is difficulty to track changes on physical targets and accomplishments.
5. There is no filtering/querying of data.
6. There are discrepancies in the accomplishments being generated by the PMED-PPS and by the Bureaus, which are coming from the Regional Planning and Management Divisions (PMDs) and from the Technical Divisions of the Regions, respectively. The submitted reports from the Regional PMDs were mostly not vetted by the Technical Divisions of the Regions viz-a-viz MOVs.

B. Objectives of the ORS

Considering the above rationale and challenges on data collection and reporting, the PMED-PPS developed the ORS, with the following objectives:

1. Streamline the reporting process of physical accomplishments in the Department.
2. Provide uniform/standard timelines and cut-off dates in reporting and submitting the accomplishment report.
3. Create repository database of reports/informations.
4. Fast track the consolidation and querying of data.

5. Develop visualization of data.
6. Harmonize the data collection being done by the PMED-PPS and the Bureaus.

C. Features of the ORS

1. The ORS makes use of available and free applications such as the google sheets, google forms and google drive.
2. The references of the ORS are the approved annual WFP, Monthly Implementation Plan and Monthly Accomplishment Report
3. The System does automatic calculation of inputted data/figures. It consists of automated formula for both targets and accomplishments.
4. It protects the cell/range in the sheet. With this feature, the inputted data/figures could not be changed by the Regions/Bureaus, once endorsed and submitted by the Regions/Bureaus, ensuring that the submitted figures are correct and reviewed by the offices.
5. There is easy filtering/querying/analyzing of data in the System. The system could easily provide reports to requesting offices. For instance, the Office of Field Operations may request for the accomplishments of the respective Regions.
6. The System only includes the major or selected indicators which are normally required by the management, Office of the Cabinet Secretary, Congressmen and Senators during the Budget Hearing of the Department, and other oversight agencies such as the Department of Budget and Management.
7. The System involves the Technical Divisions of the Regions in the review and vetting of the accomplishments from the CENROs and PENROs viz-a-viz MOVs.
8. The System provides for uniform timelines and cut-off dates in reporting and submitting the accomplishments of the Office. The accomplishments for the month cover the whole-month period to avoid any discrepancy brought about by different cut-off dates.

D. Status of Implementation and Ways Forward

1. The ORS for the Regions is now in place. The Regions have already inputted their targets for the year and accomplishments for the months of January-March 2023. The Orientation cum Data Inputting was conducted by PMED-PPS last March 23-24, 2023 at the Limapark Hotel, Batangas. It was participated in by representatives from the Regions and PENROs.

On March 30-31, 2023, PMED-PPS also conducted consultative meetings with them to address some issues and concerns and finalize the inputted data/figures on the ORS.

With the inputted data, the PMED-PPS was able to easily provide data for the Office of the Presidential Management Staff for SONA inputs and for the Congress.

2. For the Bureaus, the System is currently being developed by the PPS. Consultative meetings with the Bureaus were conducted from April 18-20, 2023. The meetings primarily discussed the "Program Indicators" that will be included in the ORS of the Bureaus.
3. After the finalization of Program Indicators and development of the ORS for the Bureaus, the Memorandum and Manual regarding the adoption and implementation of the System shall be prepared by the PMED-PPS. The approval of the management on its adoption shall be sought by this Office.