



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
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## **MEMORANDUM**

**FOR/TO :** Director, Legal Affairs Service (Vice- Chairperson, PTWG)  
Assistant Director, Biodiversity Management Bureau  
Assistant Director, Ecosystems Research and Development Bureau  
Assistant Director, Environmental Management Bureau  
Assistant Director, Forest Management Bureau  
Assistant Director, Land Management Bureau  
Assistant Director, Mines and Geosciences Bureau  
Representative, Office of the Head Executive Assistant  
Representative, Office of the Chief of Staff and Supervising  
Undersecretary for Strategic Communications  
Representative, Office of the Undersecretary for Legal and  
Administration  
Representative, Office of the Undersecretary for Finance, Information  
Systems and Climate Change  
Representative, Office of the Undersecretary Policy, Planning and  
International Affairs  
Representative, Office of the Undersecretary for Field Operations (FO)  
- Luzon, Visayas and Environment  
Representative, Office of the Undersecretary for FO - Mindanao  
Representative, Office of the Undersecretary for Organizational  
Transformation and Human Resources  
Representative, Office of the Undersecretary for Special Concerns and  
Legislative Affairs  
Representative, Office of the Undersecretary for Integrated  
Environmental Science  
Representative, Office of the Assistant Secretary for Policy, Planning  
and Foreign-Assisted and Special Projects  
Representative, Office of the Assistant Secretary for Enforcement,  
Solid Waste Management and Local Government Units Concerns  
Representative, Office of the Assistant Secretary for International  
Affairs  
Representative, Office of the Assistant Secretary for Legal Affairs  
Representative, Office of the Assistant Secretary for FO - Luzon and  
Visayas  
Representative, Office of the Assistant Secretary for FO - Eastern  
Mindanao  
Representative, Office of the Assistant Secretary for FO - Western  
Mindanao  
Representative, Office of the Assistant Secretary for Human  
Resources, Strategic Communication and Sectoral Initiatives  
Representative, Legal Affairs Services  
Representative, Climate Change Service

Representative, Foreign-Assisted and Special Projects Service  
Representative, Internal Audit Service  
Representative, Strategic Communication and Initiatives Service  
Representative, Financial and Management Service  
Representative, Administrative Service  
Representative, Knowledge and Information Systems Service  
Chief, Records Management Division  
OIC, Geospatial Information Services Division, NAMRIA

FROM : The OIC Director, Policy and Planning Service

SUBJECT : **HIGHLIGHTS OF POLICY TECHNICAL WORKING GROUP (PTWG)  
MEETING NO. 2023-08 HELD ON 28 SEPTEMBER 2023, 9:30 AM  
AT THE 5<sup>TH</sup> FLOOR CONFERENCE ROOM, DENR-CENTRAL  
OFFICE BUILDING**

DATE : 04 OCT 2023

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This refers to the conduct of Policy Technical Working Group (PTWG) Meeting No. 2023-08 on 28 September 2023, 9:30 AM at the 5<sup>th</sup> Floor Conference Room, with the following agenda:

1. Draft DAO re Revised Rates of Fees for Certain Administrative Services Rendered; and
2. Draft DAO re Revised Rates of Fees and Charges for the Products and Services Rendered by the National Mapping and Resource Information Authority (NAMRIA)

Herewith are the highlights of the discussions:

- The Director of the Legal Affairs Service (LAS), Atty. Norlito A. Eneran inquired on whether there is an initiative to come up with a single issuance/policy on fees and charges for the whole Department. He suggested reconsidering the issuance of policies per sector since the set-up at the Regional and Field Offices is already functional. The members of the body agreed with the proposal to have a unified DENR policy on fees and charges.
- On the query of the undersigned whether to proceed with the discussion of the proposed policies given the agreement, the PTWG members suggested discussing the proposed policies and to await the submission of the draft policies of the other sectors.
- For. Llarina S. Mojica of the Policy Studies Division (PSD) recalled the agreement during the meeting on fees and charges last 27 April 2023 that all the offices concerned should submit their updated draft policy to the PPS by 30 June 2023. She proposed the conduct of a workshop to discuss the drafting of a unified/single DENR policy on fees and charges.

- On the draft DAO re Revised Rates of Fees for Certain Administrative Services Rendered, For. Adeluisa G. Siapno of the Office of the Assistant Secretary for Legal Affairs remarked that the Php1,000.00 appeal fee may be costly on the part of appellants, who are mostly indigents. Ms. Jocelyn B. De Layola, Chief of the Records Management Division (RMD) informed that the appeal fee is consistent with the costing of the Office of the President (OP) and the Department of Agrarian Reform (DAR). Additionally, the costing was subjected to voting during the consultation with the different offices of the Department. For. Siapno remarked that there should be a unified costing for similar services across all sectors/offices of the Department. Director Eneran clarified that the appeal fee is paid in the Legal Division of the Regional Office and not in the LAS. He suggested removing the appeal fee from the draft DAO since the LAS has crafted a specific policy on Rules of Appeal. In addition, he suggested the deletion of related provisions in Section 2. Scope and Coverage (filing of petition or appeal), Section 4. Definition of Terms (Appeal), and in Section 5. Fees and Charges (Legal Affairs Service; appeal or petitions filed against Decisions or Orders).
- For. Siapno proposed the inclusion in the draft policy of the fees for other services under the Administrative Service. In response, Ms. De Layola stated that the matter will be consulted with the other Divisions of the Administrative Service. Director Eneran suggested the inclusion of the e-payment system in the proposed policy.
- On the draft DAO re Revised Rates of Fees for Products and Services Rendered by NAMRIA, For. Siapno suggested including in the Definition of Terms the term "Geomatics Training." She also inquired on the notable decrease of fees for certain services and on its implication in the provision of services. On the slope survey, she proposed that the charges for the conduct of the survey and the production of slope map be split. Director Eneran opined that the charges for slope survey should not be included in the draft policy since this is already provided in a Memorandum of Agreement (MOA) executed by NAMRIA with other entities. He also stressed that the charging of fee for the activity should have a legal cover/basis. Further, he remarked that NAMRIA's conduct of slope survey may be a duplication of the function of the CENRO. Mr. Marlo M. Baetiong of NAMRIA informed that the slope survey is only confined to Tagaytay City involving lands for issuance of patents under CARP, and that there exists a legal opinion from the Office of the President regarding the matter. He considered the removal of the slope survey from the draft policy, but maintained that the fee for the slope map should be retained since this is one of the products of NAMRIA.
- Director Eneran suggested coming up with a system of conducting the stakeholders consultation. Relatedly, For. Siapno proposed that the consultations should be at different levels, i.e., regional, national.

- The undersigned proposed that the Revision of Fees Committee should reconvene to facilitate the crafting of the unified policy on fees and charges. Since the membership of the Committee is lean, it was proposed that representatives from LAS, Administrative Service, KISS, Bureaus, Field Operations Offices and Attached Agencies be invited. Moreover, the Committee should facilitate the inventory of fees and services, consider the inclusion of the e-payment system and identify the offices including the regions that have adopted such a system, discuss the timeline for the development of the policy and the activities to be conducted.

Below are the agreements and ways forward:

- A unified/single policy on the updated rates of fees and charges for all the products and services rendered by the DENR and its Attached Agencies shall be issued.
- The RMD and NAMRIA shall consider the inputs/recommendations of the body regarding their fees and charges.
- The FMS to reconvene the Revision of Fees Committee created under Special Order No. 2013-435 dated 23 July 2013 to facilitate the crafting of the unified policy on fees and charges. The Committee should invite representatives from LAS, Administrative Service, KISS, Bureaus, Field Operations Offices and Attached Agencies be invited. Moreover, the Committee should facilitate the inventory of fees and services, consider the inclusion of the e-payment system and identify the offices including the regions that have adopted such a system, discuss the timeline for the development of the policy and the activities to be conducted, including the conduct of workshop to be attended by all relevant bureaus and offices.
- For the Revision of Fees Committee to consider the manner and levels of the conduct of stakeholders consultation, i.e., regional, national level consultation.

For your information and reference, please.

  
CHERYL LOISE T. LEAL