



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN

MEMORANDUM

FOR/TO : Director, Legal Affairs Service (Vice- Chairperson, PTWG)
Director, Financial and Management Service
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 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 Assistant Secretary for Legal
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, Administrative Service
Representative, Knowledge and Information Systems Service
Representative, Human Resource Development Service

FROM : The OIC Director, Policy and Planning Service

SUBJECT : SUMMARY OF AGREEMENTS DURING POLICY TECHNICAL WORKING GROUP (PTWG) MEETING NO. 2023-10 HELD ON 24 OCTOBER 2023, 1:00 PM AT THE OASIA CONFERENCE ROOM, 5F DENR-CENTRAL OFFICE BUILDING AND ONLINE

DATE : 06 NOV 2023

We are furnishing herewith the summary of agreements during the Policy Technical Working Group (PTWG) Meeting No. 2023-10 held on 24 October 2023, 1:00 PM at the OASIA Conference Room and online via Zoom, which tackled the draft DENR Memorandum Circular (DMC) re Revised Guidelines on the Payment of Claims for Official Local Travels.

MEMO NO. 2023 - 949

In accordance with the agreements during the meeting, the PTWG members are hereby enjoined to submit comments/recommendations on subsection 6.4.5 up to Section 10 of the draft policy on or before 07 November 2023. If we do not receive any inputs by the said date, we will consider it as your concurrence on the draft policy.

For your information and appropriate action, please.



CHERYL LOISE T. LEAL



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN

PTWG Meeting No. 2023-10
SUMMARY OF AGREEMENTS

24 October 2023 | 1:00 PM | OASIA Conference Room,
5/F DENR-Central Office Building and online via Zoom

I. Attendees

PRESIDING OFFICER: Atty. Rosette S. Ferrer, in lieu of Director Norlito A. Eneran	
PTWG MEMBERS:	
BMB – Ms. Nikki Rose B. De los Santos	LAS – Atty. Rosette S. Ferrer
HRDS – Dir. Miriam M. Marcelo	IAS – Mr. Laurence Papina
EMB – Ms. Charilou E. Liad	SCIS – Engr. Ernestina Jose
MGB – Ms. Gloria D. Mendoza Ms. Daria K. Malinao	FMS – Mr. Mario B. Contreras, Jr. Ms. Elvira C. Bobis
LMB – For. Lovella B. Galindon	OUPPIA – Mr. Eric John B. Badong
FMB – For. Kathleen Q. Marasigan	OUFO-LVE – Ms. Lailanie Q. Burnett
OULA – Ms. Lolita S. Presbitero	OUFO-M – Ms. Ethel S. De Guzman
OUFISCC – Ms. Charisse Toledo	
REGIONAL OFFICES PARTICIPANTS:	
Region 4B - Ms. Anny Cloveries M. Gabayan	Region 5 – ARD Grace L. Cariño Ms. Cheryl C. Abcede Ms. Dolores C. Vargas Mr. Nazar Norman S. Cortuna
SECRETARIAT:	
For. Llarina S. Mojica	Ms. Maria Theresa Enriquez
Ms. Anna Michelle I. Lim	For. Hazel Jasmine D. Chua
Mr. Mary Lou Retos	Ms. Hilaria G. Magculang
For. Amisol B. Talaria	For. Emma Liwliwa B. Medina
Mr. Nehemiah Leo Carlo B. Salvador	

II. Agreements on the Draft DENR Memorandum Circular (DMC) re Revised Guidelines on the Payment of Claims for Official Local Travels

Provision	Comments/Agreements
Subject/Title	Adopted
Prefatory Statement	Adopted

SECTION 1. Basic Policy	Adopted
SECTION 2. Objective	Adopted
SECTION 3. Scope and Coverage	Adopted
SECTION 4. Definition of Terms	Adopted
SECTION 5. Criteria for Payment of Claims for All Official Local Travels	<ul style="list-style-type: none"> ● Since sub-sections 5.1 to 5.5 are criteria for the approval of the travel order and already provided for under DMC No. 2019-08, it was agreed that these items will be deleted. Moreover, Section 5 will also be deleted but sub-section 5.6 regarding the criteria for the claims of COS/JO personnel and its sub-items will be transferred under Section 6 as sub-section 6.4, with the heading “Criteria for the Payment of Claims for Official Local Travels of COS/JO Personnel.” ● On 5.6.1, Atty. Ferrer suggested inserting the line “and/or” at the last part of the statement, to denote that one or both criteria should be satisfied for the travel. ● On 5.6.4, Ms. De Guzman suggested reflecting therein the statement under COA Resolution No. 2021-044 dated 28 December 2021 regarding the application of the internal guidelines of the agency. The PTWG agreed on the insertion of the line “or in the absence thereof, internal guidelines in the DENR shall apply” in this provision. Additionally, it was suggested that the word “and” be added at the last part of the provision. ● Instead of stipulating the criteria/ conditions for the travel of the COS/JO personnel in the Travel Order, it was agreed that a Certification for this purpose shall be issued since this is a requirement under COA Resolution No. 2021-044.
SECTION 6. General Provisions	

6.1. Allowable Claims and Rates	<p>Adopted</p> <p><i>Pending the issuance of the policy on claims for official local travels, Atty. Ferrer stated that the MGB may continue applying the Bureau's own rates as long as these are allowable under EO No. 77.</i></p>
6.2. Claims for Transportation and Miscellaneous Expenses	<ul style="list-style-type: none"> ● On 6.2.7, it was agreed that the last sentence will be paraphrased as "No claims shall be allowed for surge charge and skyway toll fees regardless of justification." <p><i>With regard to the concern raised regarding sub-section 6.2.4, i.e., instances where other flight classes such as premium economy have lower airfare than the economy class, Ms. Bobis informed that airfare will be covered in a separate policy currently being drafted by the FMS.</i></p>
6.3. Claims for Travels within the 50-Kilometer Radius	<ul style="list-style-type: none"> ● To address the question raised by Ms. Gabayan whether to allow the payment of claims for incidental expenses for travels within the 50-km radius, it was agreed that a provision will be added regarding allowable incidental expenses.
6.4. Reimbursement and Prepayment	<ul style="list-style-type: none"> ● Ms. De Guzman suggested adding a provision that COS/JO personnel are only allowed reimbursement. ● On the question raised by Ms. Galindon regarding the basis for the thirty (30) days mentioned in sub-sections 6.4.3 and 6.4.4, it was agreed that the proponent shall verify the matter with the Accounting Division. ● On the question raised by Ms. Gabayan whether per diem expenses may be paid to a driver who conveyed and returned to station within the same day, it was agreed that the matter will be clarified by the FMS.
6.5. Fund-Charging	
6.6. Precluding Double Payment	

SECTION 7. Documentary Requirements	
SECTION 8. Separability Clause	
SECTION 9. Repealing Clause	
SECTION 10. Effectivity	
Way Forward	<p>Since sub-section 6.4.5 up to Section 10 were not tackled due to time constraints, it was agreed that the PTWG members shall submit their comments on the remaining provisions of the draft policy on or before 03 November 2023.</p> <p>The proponent shall consider these comments in the revision of the draft policy. As was also agreed upon, the draft policy shall no longer be subjected to another round of meeting. The revised draft policy shall be adopted by the PTWG ad-referendum.</p>

The PTWG meeting was adjourned at 5:00 PM.

Prepared by the Secretariat

Noted by:

















ATTY. NORLITO A. ENERAN
 Director, Legal Affairs Service and
 Vice Chairperson, DENR-PTWG
Len

PHOTO DOCUMENTATION



-  PSD_Amisol Tala... (Co-host, me)  
-  Llarina Mojica (Host)  
-  **DP** DENR PPS PSD (Co-host)  
-  **DP** DENR PPS Hazel Jas... (Co-host)  
-  **DB** DENR-PSD-Emm... (Co-host)  
-  **FR** FMS-AD Rhen Salazar 
-  **AM** Anne mendez  
-  **D-** DENR - Observer Nehemiah Sa...  
-  **H** DENR CDD Ross  
-  **DV** DENR V- Dolores C. Vargas  
-  **DV** DENR V_ OIC ARD MS Grace L...  
-  **D** DENR-CO_FMS-AD_Reby  
-  **D** DENR-OUFOLVE-Jerry mie  
-  **F** Finance  
-  **F** Finance-Maureen  
-  **FB** FMS-MD_Caroline B. Mahusay  
-  **HM** HRDS-Mimi Marcelo  
-  **J** jmmarquez

-  **KJ** Kristine Joyce Manzano  
-  **M-** MIMAROPA - Finance  
-  **NN** NAZAR NORMAN S. CORTUNA  
-  R4B Finance_Any  
-  R5 FINANCE 



Republic of the Philippines
 Department of Environment and Natural Resources
 Document Action Tracking System
 Document Routing Slip

Document No: DENRCO - PPS PSD-2023-000506 **Print Date:** Friday, October 27, 2023
Sender: Eneran, Norlito A.
Address: LAS - Office of the Director
 Visayas Avenue Diliman Quezon City
Subject: INDO DTD 10/27/2023 Summary of Agreements of PTWG meeting no 2023-10 october 24
Addressee(s): AS - Records Management Division (DENRCO - AS RMD)
CC Addressee(s):
Date/Time Received: 10/27/2023 07:21:00 AM

LEGAL AFFAIRS SERVICE
 RECEIVED BY: Melinda
 DATE: 10/27/23 TIME: 8:20 am

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	10/27/2023 07:23:05 AM	DENRCO - PPS PSD		

PSD LASOD 10/27

23

6911
 mese 14- 24- 2

0043