



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



**MEMORANDUM**

**TO :** All Staff Bureau Directors  
FMB, LMB, BMB, ERDB  
  
All Regional Executive Directors  
DENR-Regions 1-13, NCR and CAR

**FROM :** The Undersecretary  
Legal and Administration and  
Chairperson, DENR-PDT

**SUBJECT :** SUBMISSION OF ACTION PLAN IN THE IMPLEMENTATION OF  
DIGITAL PAYMENTS PURSUANT TO EXECUTIVE ORDER (EO) NO.  
170 AND ITS IMPLEMENTING RULES AND REGULATIONS

**DATE :** JUN 28 2024

This refers to the implementation of digital payments and collections in the Department of Environment and Natural Resources (DENR) pursuant to Executive Order No. 170 and its implementing rules and regulations.

As part of the agreements during the orientation on payments digitalization conducted on 25 June 2024, you are hereby requested to submit your accomplished and updated Action Plan (*Attachment 1*) as prescribed by the Bureau of the Treasury (BTr) and List of Collection/Type of Transaction enrolled to the Land Bank of the Philippines (LBP) Link.BizPortal, if any, (*Attachment 2*) to the Office of the Director-Administrative Service, through the email address: [admin.od@denr.gov.ph](mailto:admin.od@denr.gov.ph) on or before **9 July 2024 (Tuesday)**. The instructions are provided on how to fill out the form. The e-copy of Attachments 1 and 2 can be accessed using this link: <https://drive.google.com/drive/folders/1vxOWATZWE0CI6DTigTwZJKDM5civyzIT?usp=sharing>

Should you have any questions and/or concerns, you may contact Ms. Revihilda V. Cendaña or Ms. Veronica D. Regalado from the Office of the Director-Administrative Service through the above cited email address or through telephone number (02)-8926-2691.

For your appropriate action.

**ATTY. ERNESTO D. ADOBO, JR., CESO I**

MEMO NO. 2024 - 572

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 (2022 to 2024)	Total Volume per Type of Transaction (2022 to 2024)	Total Value per Type of Transaction (2022 to 2024)	Plans to Increase Utilization	
						Plan/ Program/ Initiative	Timeline (Month & Year)
<b>REGIONAL TOTAL</b>							
1. Forest management services							
a. Fee 1							
b. Fee 2							
2. Land management services							
3. Etc.							
<b>Regional Office</b>							
1. Forest management services							
a. Fee 1							
b. Fee 2							
2. Land management services							
3. Etc.							
<b>PENRO 1 TOTAL</b>							
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 (2022 to 2024)	Total Value per Type of Transaction (2022 to 2024)	Ongoing Efforts/ Plans to Digitalize	Payment Channel(s)	Indicative Timeline of Implementation	Challenges
<b>REGIONAL TOTAL</b>						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						
<b>Regional Office</b>						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						
<b>PENRO 1 TOTAL</b>						
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 (2022 to 2024)	Total Value per Type of Transaction (2022 to 2024)	Ongoing Efforts/ Plans to Digitalize	Payment Channel(s)	Indicative Timeline of Implementation	Challenges
<b>REGIONAL TOTAL</b>						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						
<b>Regional Office</b>						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						
<b>PENRO 1 TOTAL</b>						
1. Forest management services						
a. Fee 1						
b. Fee 2						
2. Land management services						
3. Etc.						

Prepared by:

Approved by:

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Name & Designation

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Name & Designation