



MEMORANDUM

FOR/TO : Director, Legal Affairs Service (Vice- Chairperson, PTWG)
Director, Climate Change Service
Director, Foreign-Assisted and Special Projects Service
Director, Internal Audit Service
Director, Strategic Communication and Initiatives Service
Director, Biodiversity Management Bureau
Director, Ecosystems Research and Development Bureau
Director, Environmental Management Bureau
Director, Forest Management Bureau
Director, Land Management Bureau
Director, Mines and Geosciences Bureau
Chief of Staff/HEA, Office of the Undersecretary for Legal and Administration
Chief of Staff/HEA, Office of the Undersecretary for Finance, Information Systems and Climate Change
Chief of Staff/HEA, Office of the Undersecretary Policy, Planning and International Affairs
Chief of Staff/HEA, Office of the Undersecretary for Field Operations (FO) - Luzon, Visayas and Environment
Chief of Staff/HEA, Office of the Undersecretary for FO – Mindanao
Chief of Staff/HEA, Office of the Undersecretary for Integrated Environmental Science
Chief of Staff/HEA, Office of the Undersecretary for Special Concerns and Legislative Affairs
Chief of Staff/HEA, Office of the Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects
Chief of Staff/HEA, Office of the Assistant Secretary for Legal Affairs
Chief of Staff/HEA, Office of the Assistant Secretary for FO - Luzon and Visayas
Chief of Staff/HEA, Office of the Assistant Secretary for FO - Eastern Mindanao
Chief of Staff/HEA, Office of the Assistant Secretary for FO - Western Mindanao
Chief of Staff/HEA, Geospatial Database Office

FROM : The OIC Director
Policy and Planning Service

SUBJECT: **SUMMARY OF AGREEMENTS DURING POLICY TECHNICAL WORKING GROUP (PTWG) MEETING NO. 2024-06 HELD ON 20 JUNE 2024, 9:30 AM AT THE OASIA CONFERENCE ROOM, 5/F DENR-CENTRAL OFFICE BUILDING AND VIA ZOOM**

DATE : **28 JUN 2024**

MEMO NO. 2024 - 574

We are furnishing herewith the summary of agreements during the PTWG Meeting No. 2024-06 held on 20 June 2024, 9:30 AM at the OASIA Conference Room and online via Zoom, which tackled the following proposed policies from the Land Management Bureau:

1. Draft DAO re Guidelines on the Issuance of Authority to Print (ATP) LMB Survey Forms for Exclusive Use of Government Agencies and Local Government Units (LGUs); and
2. Draft DAO re Guidelines on the Electronic Submission of Pleadings and Documents in Land Claims and Conflicts Cases

As agreed upon, the proposed policies shall be circulated to the PTWG members for further comment/s, once revised by the proponent.

For your information and reference.


CHERYL/LOISE T. LEAL



**PTWG Meeting No. 2024-06
SUMMARY OF AGREEMENTS**

20 June 2024 | 9:30 AM |

OASIA Conference Room, 5/F DENR-CO Bldg. and via Zoom

I. Call to Order

The meeting was called to order by the PTWG Chairperson, Director Cheryl Loise T. Leal. She recognized the PTWG meeting attendees, as well as the participants from selected Regional Offices. She mentioned that the invitation to the meeting was extended to the Regional Offices, in response to the recommendation during the I-RISE events that regional/field offices officials/personnel be part of the policy deliberations at the Central Office to ensure implementability of policies. The Secretariat called the roll of the attendees. Below is the list of the participants:

Chairperson: Director Cheryl Loise T. Leal	
Alternate Presiding Officer: Atty. Rosette S. Ferrer	
Members:	
BMB – For. Rachell H. Abenir	OULA – Ms. Lolita S. Presbitero
FMB – Ms. Manny Lie C. Racelis	OUFOLVE – Atty. Aries A. Matibag
LMB – Engr. Bienvenido F. Cruz	OUFOM – Ms. Analyn Domingo
Atty. Marlou P. Alutaya	OUPPIA – Ms. Carissa Aguinaldo
For. Lovella V. Galindon	OUFISCC – Ms. Charisse Toledo
Atty. Andreille Christian A. Cruz	OASFOWM – Ms. Jasmin Guarin
Ms. Alexandra M. Llabore	OASFOLV – Engr. Alex D. Venzon
Ms. Lianne Mar DC Sultan	OASPPFASP – Ms. Angelica V. Tugade
MGB – Atty. Josephine V. Sescon	PPS-OD – Atty. Joseph Bautista
Ms. Marjorie Gecale	IAS – For. Jake Lorenz C. Aldovino
LAS – Atty. Kristine D. Aquino	CCS – Ms. Imelda F. Matubis
SCIS – Mr. Roy O. Gulane	
Regional Offices Participants:	
R3 – Atty. Janine H. Gamilla	R4B– Ms. Yvette A. Lumbres
R4A – Atty. Christine Edelane M. Recillo	R10 – Mr. Isidro J. Jabla
Atty. Carla Arriola	R11 – Engr. Noel P. Apale
Atty. Dominic O. Bermudez	Mr. German Urbiztondo
Secretariat:	
For. Llarina S. Mojica	Ms. Zayrelle Ann U. Suello
Ms. Mary Lou Retos	For. Hazel Jasmine D. Chua
Ms. Debra Z. Tante	Ms. Nim Hydee Eusebio
For. Raphael Celestino Y. Baskiñas	For. Emma Liwiwa Baradi-Medina
Ms. Alyssa V. Calisay	

II. Adoption of the Provisional Agenda

Director Leal introduced the proposed policies for review by the PTWG. No manifestations were raised regarding the amendment of the agenda.

III. Discussions and Agreements on the Proposed Policies

- a. Draft DENR Administrative Order (DAO) re Guidelines on the Issuance of Authority to Print (ATP) LMB Survey Forms for Exclusive Use of Government Agencies and Local Government Units (LGUs)

Provision	Comments/Agreements
Subject/Title	Delete the term "Exclusive"
Prefatory Statement	Ms. Presbitero proposed the inclusion of EO No.192 and DAO No. 2007-29 among the legal bases.
SECTION 1. Basic Policy	Adopted
SECTION 2. Objectives	<ul style="list-style-type: none"> • For. Aldovino suggested using the acronym for the terms "local government units" (LGUs) and "Authority to Print (ATP)." • It was agreed that the provision regarding the exemption for DENR Regional Offices be deleted. • The proposed reformulation shall read as follows: "This Order aims to establish standard guidelines on the issuance of ATP for national government agencies and LGUs engaged in land surveys."
SECTION 3. Scope and Coverage	<ul style="list-style-type: none"> • On the first line, For. Abenir suggested replacing the term "These" with "This." • It was suggested that the same revision on the use of the acronyms LGUs and ATP be applied. • Insert the term "national" before "government agencies."
SECTION 4. Definition of Terms	<ul style="list-style-type: none"> • On sub-section 4.1 Authority to Print (ATP), insert the terms "concerned national" before "government agencies," delete the line "for exclusive use of," and replace with "to use." • Ms. Matubis suggested deleting the

	<p>terms "Exclusive Use." She also proposed omitting "Survey Order," and "Survey Returns" since the proposed policy only deals with the ATP.</p> <ul style="list-style-type: none"> • Atty. Alutaya also suggested deleting the term "Government Geodetic Engineer." • Director Leal suggested deleting "Government Survey Projects" so as not to limit the projects to government contracts. She also proposed deleting "Substandard Survey Form," and defining or prescribing instead the standard survey form. • Based on the discussions, it was agreed that the terms "Exclusive Use," "Government Geodetic Engineer," "Government Survey Projects," "Survey Order," "Survey Returns" be deleted. The term "Substandard Survey Form" shall be replaced with "Standard Survey Form."
SECTION 5. Requirements for Issuance of Authority to Print	<ul style="list-style-type: none"> • On sub-section 5.1, insert "LMB" before "Survey Forms." • Ms. Presbitero suggested transferring sub-section 5.3 under the section's introductory statement.
SECTION 6. Turnaround Time	Adopted
SECTION 7. Exemption	Adopted
SECTION 8. Use of Official Logo	Insert the term "national" before "government agencies."
SECTION 9. Validity of ATP	Ms. Presbitero suggested providing separate provisions for new ATP and renewal of ATP.
SECTION 10. Restriction on the ATP	Insert the term "national" before "government agencies."
SECTION 11. Submission of Survey Returns to DENR	Ms. Presbitero opined that the provision may be deleted so as to limit the proposed policy only to the ATP process. Director Leal and Engr. Cruz agreed with the point raised.

SECTION 12. Availability of Digital/Soft Copy of LMB Survey Forms	Engr. Cruz proposed deleting the provision, seconded by Director Leal.
Agreement/ Recommendation	Ms. Presbitero moved for the approval of the proposed policy, subject to the proposed revisions. The motion was seconded by Ms. Matubis. Director Leal declared the adoption of the proposed policy.
Way Forward	The PTWG Secretariat will furnish the proponent with the proposed revisions. The proponent will refine and submit the revised draft policy to PPS within a week's time. Thereafter, the revised draft policy shall be circulated to the PTWG members for final comment/vetting, prior to endorsement to the UPPIA.

b. Draft DAO re Guidelines on the Electronic Submission of Pleadings and Documents in Land Claims and Conflicts Cases

Provision	Comments/Agreements
Subject/Title	As proposed by Atty. Matibag, the term "submission" shall be replaced with "filing." The revision shall be reflected in all other relevant provisions.
Prefatory Statement	Adopted
SECTION 1. Basic Policy	Adopted
SECTION 2. Objective	<ul style="list-style-type: none"> • For. Abenir suggested replacing the term "seeks" with "aims." • Replace the term "submission" with "filing."
SECTION 3. Scope and Coverage	<ul style="list-style-type: none"> • Replace "Regional Offices" with "DENR-National Capital Region." • Include pending cases in the scope.
SECTION 4. Definition of Terms	Adopted
SECTION 5. Creation and Management of Email Address for Acceptance of E-submitted Documents	<ul style="list-style-type: none"> • On sub-section 5.1, it was agreed that the domain extension (.com) not be specified so as not to limit the concerned office on the email to be used. The proponent shall provide an example of

	<p>the email format.</p> <ul style="list-style-type: none"> • On sub-section 5.2, Atty. Cruz mentioned that the line "Legal Division of all covered" will be replaced with "concerned" since not all offices of the DENR have Legal Divisions. The proposed revision shall be reflected in the relevant provisions.
<p>SECTION 6. Electronic Submission of Documents by the Protestant</p>	<ul style="list-style-type: none"> • On sub-section 6.4, Atty. Ferrer proposed inserting "Decisions" in the heading as well as in the provision. • On sub-sections 6.5 and 6.6, it was suggested that the option of physical notification be included. It was also suggested that a separate section for these provisions be added. • On sub-sections 6.7 and 6.8, replace, Atty. Ferrer suggested replacing i.e. with e.g. • On the case title under sub-section 6.7, include a paragraph on how to approach/indicate a lengthy case title. • On sub-section 6.8, Atty. Ferrer proposed reorganizing the file name format by citing the case number at the start.
<p>SECTION 7. Processing of Electronically Submitted Documents</p>	<ul style="list-style-type: none"> • On sub-section 7.2, Atty. Cruz mentioned that the term "Protestant" will be replaced with "Party." • On sub-section 7.4, the term "Decision" should not be capitalized. For. Baskiñas suggested including a provision re comparing between the e-copy and the physical submission, to check for inconsistency/ies. • On the sub-section 7.6 title heading, Atty. Matibag suggested replacing "Storage" with "Processing and Safekeeping." Atty. Ferrer suggested inserting the line "or any appropriate storage" in the last sentence.

SECTION 8. Protests and Appeals	<ul style="list-style-type: none"> ● Atty. Cruz mentioned that they will delete "Appeals" in deference to the proposed DAO on Rules on Appeals being crafted by LAS. ● Atty. Bautista suggested inserting a provision that e-payment shall apply once a policy on the matter is issued.
SECTION 9. Application	Proponent to clarify this provision by specifying whom the rules shall be in favour of.
SECTION 10. Retroactivity	Atty. Cruz mentioned that the provision will be deleted since pending cases will be included in the scope and coverage.
SECTION 11. Separability Clause	Replace the term "Circular" with "Order"
ANNEXES	<ul style="list-style-type: none"> ● On Annex A, delete the first paragraph. Delete "Further" in the second paragraph. Reflect the same revision in all other relevant Annexes. ● On Annex B, replace the line "against you" with "against your application." ● On Annex C, delete the second paragraph as well the term "Further" in the third paragraph. The reason for change need not be indicated. ● Include an Annex regarding the acknowledgement once the documents are in order, or compliant with the requirements. ● On Annex H, include an item/statement in case of discrepancy of submissions.
Agreement/ Recommendation	Atty. Matibag moved for the adoption/approval of the proposed policy, subject to the proposed revisions. The motion was seconded by Ms. Presbitero. Atty. Ferrer declared the adoption of the proposed policy.
Way Forward	The PTWG Secretariat will provide the proponent with the proposed revisions. The proponent will revise and submit the revised draft policy to PPS within one week. Thereafter, the same shall be circulated to

	the PTWG members for final comment, prior to endorsement to the UPPIA, for vetting by the Undersecretaries.
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There being no other matters to discuss, the PTWG meeting was adjourned at 4:15 PM.

Prepared by the Secretariat

Noted by:


CHERYL LOISE T. LEAL
Director, Policy and Planning Service and
Chairperson, DENR-PTWG

PHOTO DOCUMENTATION





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



**DENR POLICY TECHNICAL WORKING GROUP
Notice of PTWG Meeting No. 2024-06**

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
Chief of Staff/HEA, Office of the Undersecretary for Legal and Administration
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Chief of Staff/HEA, Office of the Undersecretary for FO – Mindanao, MGB and EMB
Chief of Staff/HEA, Office of the Undersecretary for Organizational Transformation and Human Resources
Chief of Staff/HEA, Office of the Undersecretary for Integrated Environmental Science
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Chief of Staff/HEA, Office of the Assistant Secretary for FO - Eastern Mindanao
Chief of Staff/HEA, Office of the Assistant Secretary for FO - Western Mindanao
Senior Technical Staff, Legal Affairs Service
Senior Technical Staff, Knowledge and Information Systems Service
Senior Technical Staff, Climate Change Service
Senior Technical Staff, Foreign-Assisted and Special Projects Service
Senior Technical Staff, Internal Audit Service
Senior Technical Staff, Strategic Communication and Initiatives Service
Senior Technical Staff, Geospatial Database Office
Chief, PPS-Policy Studies Division
PSD Technical Staff

FROM: The OIC Director, Policy and Planning Service

DATE/TIME: 20 June 2024 (Thursday) | 9:30 AM

VENUE: OASIA Conference Room, 5/F DENR-CO Building, Quezon City

RESOURCE PERSONS: 1. Engr. Bienvenido F. Cruz, LMB
2. Atty. Marlou P. Alutaya, LMB

AGENDA:

1. Draft DAO re Guidelines on the Issuance of Authority to Print (ATP) LMB Survey Forms for Exclusive Use of Government Agencies and Local Government Units (LGUs);
2. Draft DAO re Guidelines on the Electronic Submission of Pleadings and Documents in Land Claims and Conflicts Cases; and
3. Other Matters


CHERYL LOISE T. LEAL