



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



MEMORANDUM

FOR/TO : The 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 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 Integrated Environmental
Science
Representative, Office of the Undersecretary for Special Concerns and
Legislative Affairs
Representative, Office of the Assistant Secretary for Policy, Planning and
Foreign-Assisted and Special Projects
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, 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, Geospatial Database Office

FROM : The OIC Director
Policy and Planning Service

SUBJECT: **SUMMARY OF AGREEMENTS DURING POLICY TECHNICAL
WORKING GROUP (PTWG) MEETING NO. 2024-07 HELD ON 04 JULY**

MEMO NO. 2024 - 635

**2024, 9:30 AM AT THE OULA CONFERENCE ROOM, 6/F
DENR-CENTRAL OFFICE BUILDING AND VIA ZOOM**

DATE : 15 JUL 2024

We are furnishing herewith the summary of agreements (SOA) during the PTWG Meeting No. 2024-07 held on 04 July 2024, 9:30 AM at the OULA Conference Room and online via Zoom, which tackled the proposed policies from the Financial Management Service and Biodiversity Management Bureau.

Please be informed that the SOA has been circulated through email for further comments on 09 July 2024. Since, there are no substantial inputs received by the deadline, the SOA is considered as concurred by the PTWG members who attended the said meeting.

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

Lastly, this Office reiterates the attendance of the Assistant Directors of the Bureaus during policy deliberation relevant to their crucial role as principal/permanent members of the PTWG Special Order no. 2021-94¹.

For your information and consideration, please.


CHERYL LOISE T. LEAL

¹ Attached is a copy of SO no. 2021-94



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MAR 05 2021

DENR SPECIAL ORDER
NO. 2021 - 94

**SUBJECT : RECONSTITUTING THE POLICY TECHNICAL
WORKING GROUP (PTWG) OF THE DENR**

In the interest of the service and pursuant to DENR Administrative Order No. 2016-09 entitled "Revised Guidelines on the Policy Development System (PDS) of the DENR," the DENR Policy Technical Working Group (PTWG) is hereby reconstituted as follows:

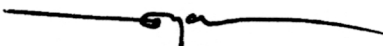
Chairperson : Director, Policy and Planning Service
Vice-Chairperson: Director, Legal Affairs Service
Members : Assistant Director, BMB
Assistant Director, EMB
Assistant Director, ERDB
Assistant Director, FMB
Assistant Director, LMB
Assistant Director, MGB
Representative, Office of the Undersecretary for Attached Agencies
Representative, Office of the Undersecretary for Policy, Planning
and International Affairs
Representative, Office of the Undersecretary for Field Operations
and Environment
Representative, Office of the Undersecretary for Finance,
Information Systems and Climate Change
Representative, Office of the Undersecretary for Legal,
Administration, Human Resources and Legislative Affairs
Representative, Office of the Undersecretary for Enforcement,
Mining and Muslim Affairs
Representative, Office of the Undersecretary for Solid Waste
Management and Local Government Units and Concerns
Representative, Office of the Assistant Secretary for Policy,
Planning and Foreign-Assisted and Special Projects
Representative, Office of the Assistant Secretary for Legal Affairs
Representative, Office of the Assistant Secretary for Field
Operations-Luzon
Representative, Office of the Assistant Secretary for Field
Operations-Visayas
Representative, Office of the Assistant Secretary for Field
Operations-Mindanao and Legislative Affairs
Representative, Office of the Assistant Secretary for Finance,
Information Systems and Mining Concerns
Representative, Office of the Assistant Secretary for Enforcement

Representative, Office of the Assistant Secretary for
Administration and Human Resources

The PTWG shall act as the clearing house for all proposed DENR policy issuances and position papers and shall be responsible for the following:

1. All proposed policy issuances concerning the environment and natural resources and/or in support of the government's priority thrust, programs and projects shall be presented to and reviewed by the PTWG prior to recommendation for approval of the Secretary.
2. The PTWG shall hold meetings to review the proposed policy issuances and may invite representatives from other offices, units and attached agencies not mentioned herein, depending upon the subject matter being reviewed, to provide technical expertise on relevant policy matters.
3. The final draft of all policy proposals, after the review by the PTWG, shall be endorsed by the Undersecretary for Policy, Planning and International Affairs for vetting by the Bureau Directors and the concerned Undersecretaries prior to the approval of the Secretary.
4. The Policy Studies Division shall serve as the Secretariat to the PTWG tasked to undertake the following:
 - a. Provide and consolidate inputs/comments/recommendations on proposed policy issuances;
 - b. Consult/coordinate with the concerned DENR Offices and other agencies and stakeholders;
 - c. Prepare the final draft of the proposed issuance with the completed staff work (CSW) for vetting by the Bureau Directors and the concerned Undersecretaries prior to the Secretary's approval; and
 - d. Assist the Strategic Communication and Initiative Service (SCIS) in the publication and dissemination of information on the policy issuances.
5. All expenses incurred in relation to the performance of the Group's tasks shall be charge against the Policy Studies Division Funds.

This Order shall take effect immediately and revokes Special Order No. 2003-40, DENR Special Order No. 2003-646 and DENR Special Order No. 2003-1029 and other orders inconsistent herewith.


ROY A. CIMATU
Secretary





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



PTWG Meeting No. 2024-07
SUMMARY OF AGREEMENTS

04 July 2024 | 9:30 AM | OULA Conference Room, 6/F DENR Bldg.

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. The Secretariat called the roll of the attendees, wherein, below is the list of the participants:

Chairperson: Dir. Cheryl Loise T. Leal	
Vice Chairperson: Atty. Norlito A. Eneran	
Members:	
FMS:	FMB:
Mr. Mario B. Contreras	For. Manny Lie Racelis
Ms. Lea Marie F. Blas	For. Cris Angelo Vispo
BMB :	OULA: Ms. Lolita S. Presbitero
Mr. Darwin Tejero	OUSCLA: Ms. Hannah Marie Buguina
Ms. Kryshlaine T. Raquel	OUPPIA:
For. Rachell Abenir	Maria Magnolia Q. Danganan
Ms. Princess Mariel P. Razon	Ms. Angela Tamoria
Ms. Alexis Ann Alcantara	OUF0-M: Mr. Benjamin Gaerlan
ERDB: Assistant Dir. Conrado Marquez	OUFISCC: Ms. Elizabeth Arcinas
MGB:	OUFLVE: Ms. Josefina M. Ocampo
Mr. Anjo Lafayette B. Silao	OASPPFASP: Ms. Angelica Tugade
Ms. Shanylale Dionisio	KISS:
Mr. Rheygart B. Salazar	Mr. Eugene De Guzman
EMB:	Mr. Antonio S. Bautista Jr.
Mr. Ross Ian Avino	LAS:
Mr. Luis P. Ortega	Atty. Kristine Aquino
Mr. Patrick James De Guzman	Mr. Jake Lorenz Aldovino
Mr. Lexter Maymay	FASPS: Mr. Conrado Bravante Jr
Mr. Reniel Tumbagahan	LMB : For. Lovella Galindon
Regional/Field Office Participants:	
R1: Ms. Lilibeth C. Abalos	R8: Ms. Naomi C. Ansale

R2: Mr. John Paul B. Mabasa	R9: Mr. Francis Ian P. Dancel Ms. Ma. Eva B. Sabtal
R3: Anacleto G. Feliciano Mr. John Eleazar I. Ofilada Mr. James Martinez Mr. Wendell L. Baldeo Ms. Sarah Grace Canare Mr. Jeron Arbie M. Javierto	R10: Ms. Ann Christine S. Galvez
R4B: Mr. Mark Ryan S. Lozada Ms. Chrisman Joy B. Olivera Ms. Jhonna Liza S. Medenilla Mr. Gian Carlo V. Garcellano	R11: Ms. Aima Lynn Pagayawan Ms. Mary Grace C. Agbisit Ms. Peachy P. Enano Mr. John Jefferson Sabay Ms. Nelba O. Hingpit Mr. Danrick C. Tekiko
R5: Ms. Maryann A. Roncesballes Mr. Vincent Bryan L. Bonete Ms. Kiana Jaye G. Regalado Ms. Editha Matubis Romero	R13 Ms. Elsalyng Evangelio
R6: Ms. Jade Valla Mr. Rustom Villaruel Ms. Kriss Kringle J. Esquia Ms. Mary Rose L. Tayo Mr. Casper Eric Quillo Mr. Bill Willard B. Gange Ms. Cherry J. Sobrino Ms. Lilian P. Tayo Ms. Relly A. Bocado	
Secretariat:	
For. Llarina S. Mojica	Ms. Nim Hydee M. Eusebio
Ms. Mary Lou Retos	For. Raphael Baskinas
Ms. Alyssa V. Calisay	
For. Jezreelyn L. Milar	
For. Hazel Jasmine D. Chua	

II. Adoption of the Provisional Agenda

The meeting was called into order by the Chair, Director Cheryl Loise T. Leal at 09:36 AM. The body approved the agenda to review FMS and BMB's draft proposed guidelines on the use of electronic documents, electronic signatures and digital signatures in DENR and draft Supplemental Guidelines to DAO 2019-03 re: Revised Implementing Rule and Regulations (IRR) of EO 193, S. 2015 Expanding and Enhancing the coverage of the National Greening Program (NGP) to cover Protected Areas under NIPAS, respectively.

III. Discussions on Proposed Policies

A. GUIDELINES ON THE USE OF ELECTRONIC DOCUMENTS, ELECTRONIC SIGNATURES, AND DIGITAL SIGNATURES IN THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

Provision	Comments/Agreements
Preliminary Discussions	<ul style="list-style-type: none">• Convert to DENR Memorandum Circular.
Subject/Title	<ul style="list-style-type: none">• Director Eneran suggested omitting the acronym "(DENR)"• Delete "Electronic" in the title, as well as in all other relevant provisions since the proposed policy will be focusing on digital signatures.
Prefatory Statement	<ul style="list-style-type: none">• For. Galindon of LMB, recommended to retain the legal bases, and the mother or referenced law for DICT on the use of the digital infrastructure and replace the Government Procurement Policy Board (GPPB).• Mr. Avino of EMB suggested including the EO no. 810 s. 2009 and is hereby adopted.
SECTION 1. Basic Policy	<ul style="list-style-type: none">• Adopted
SECTION 2.Objectives	<ul style="list-style-type: none">• Include an introductory statement as recommended by For. Galindon.• Revise by indicating the specific objectives of the proposed guidelines as recommended by Dir. Leal.

<p>SECTION 3. Scope and Coverage</p>	<ul style="list-style-type: none"> • On the second paragraph <ul style="list-style-type: none"> - replace the word “these” in the last line with “this” - delete the line “and GPPB Resolution No. 16-2019” in the second paragraph, - add the word “and” after RA 11032 - delete “and locally funded and foreign-assisted projects” • Director Eneran proposed deleting the third paragraph regarding private parties; thus, limiting the application to the offices and employees of the DENR. • Transfer the last paragraph into a different section, and identify the documents that are not allowed/exempted to be used with digital signatures as recommended by For. Galindon and seconded by Director Eneran. • Replace the term “Order” with “Circular” and apply the same revision in all other relevant provisions.
<p>SECTION 4. Definition of Terms</p>	<p>Secretariat to cross-check the definitions of the terms included and validate the references used indicated in the footnotes.</p>
<p>SECTION 5. Guidelines</p>	<ul style="list-style-type: none"> • On Sub-section 5.1.1: <ul style="list-style-type: none"> - Ms. Ocampo of OUFLVE suggested deleting “s” in “initials” - delete “electronic or” - Mr. Gaerlan of OUFOM recommended to include the term “wet” • On Sub-section 5.1.2, item d, include the National Privacy Commission that handles Data Privacy Act. • Delete Subsection 5.1.3, since according to For. Mojica, the purpose of the DMC is to circulate the COA Circular, and Subsection 5.1.3. could result in fragmentation in

	<p>execution of the Offices. Ms. Ocampo seconded, and recommended to include this provision on a supplemental policy involving private party documents.</p> <ul style="list-style-type: none"> • Transfer Sub-section 5.1.4 under Sub-section 5.2. Specific Guidelines and revise accordingly based on actual annexes as recommended by Director Eneran. • Director Eneran recommended to reformulate sub-section 5.2.1.1 as “<i>A DENR official and employee regardless of employment status shall apply for a digital certificate through the assistance of the HRDS (or its equivalent unit in other DENR offices)</i>” to define/specify the authorized personnel who should, review and approve official documents. • Include a process flow in applying for a digital certificate be streamlined and an annex for a flow chart. • Highlight the roles and responsibilities of the offices. • Director Eneran proposed referring to and focusing on the processes/activities under the Citizens’ Charter that will require the use of digital certificates. • Director Leal suggested that the proponent coordinate with the Office of the Undersecretary and Chief of Staff and with Director Perez of DMOS regarding proposed authorities for delegation.
<p>SECTION 6. Duties and Responsibilities</p>	
<p>SECTION 7. Compliance Monitoring</p>	
<p>SECTION 8. Funding</p>	
<p>SECTION 9. Transitory Clause</p>	

SECTION 10. Separability Clause	
SECTION 11. Repealing Clause	
SECTION 12. Effectivity	
Agreement/ Recommendation	<p>The proponent will revise the draft policy based on the agreements and discussions and submit the same asap to PPS, for another round of deliberation.</p> <p>FMS to draft another policy involving documents from external/private parties.</p>
Way Forward	Conduct of a second round of PTWG review for the proposed policy.

B. SUPPLEMENTAL GUIDELINES TO DENR ADMINISTRATIVE ORDER NO. 2019-03 RE REVISED IMPLEMENTING RULES AND REGULATIONS OF EXECUTIVE ORDER NO. 193, S. 2015 EXPANDING AND ENHANCING THE COVERAGE OF THE NATIONAL GREENING PROGRAM (NGP), TO COVER PROTECTED AREAS UNDER THE NATIONAL INTEGRATED PROTECTED AREA SYSTEM (NIPAS)

Provision	Comments/Agreements
Preliminary Discussions	<ul style="list-style-type: none"> • Dir. Leal and Assistant Director Butch of ERDB inquired about the series of consultations that BMB conducted during the formulation of the policy. • BMB responded that the following meetings were performed: <ul style="list-style-type: none"> - Consultations with CSO partners regarding the restoration activities/programs of HARIBON, CI Philippines, and FFP, among others, were undertaken on 11 January 2024. - Regions 4A and 10 were also consulted. - A Leveling-off meeting was conducted with FMB. However, the draft policy was not circulated for vetting of the FMB.

	<ul style="list-style-type: none"> • BMB further stated that PAMBs were not consulted. They emphasized that only the Regional Directors have been conferred with.
<p>Title</p>	<ul style="list-style-type: none"> • Ms. Presbitero of OULA clarified if there are already existing guidelines in the implementation of the NGP within Protected Areas. • Omit the “Supplemental Guidelines” and simplify the title for clarity since its supplemental purpose is indicated in the Prefatory Statement to wit “<i>Guidelines on the Implementation of National Greening Program within Protected Areas</i>”. • Ms. Presbitero has moved the return of the draft policy to the proponent, and has clarified the inclusion of particular provisions on how the PAMB will be included in the draft Policy - with regard to their respective Protected Area Management Plan (PAMP). • Atty. Eneran and Assistant Director Butch seconded the motion.
<p>Way Forward</p>	<ul style="list-style-type: none"> • Ms. Presbitero suggested inserting provisions regarding the role of PAMBs in the policy. • Director Eneran recommended that implications of CADTs/CALTs within PAs and FPIC requirements, among others, should be emphasized in the draft policy. He further emphasized to revisit Section 58 of IPRA Law. • Ms. Ocampo of OUFLVE suggested revisiting Sections 3, 15, and 17 and refrain from using “this may” statements. • Mr. Gaerlan of OUFOM suggested that inputs from the PAMBs should be solicited and incorporated in the draft policy. • Dir. Leal stated that the Audit Observation Memorandum (AOM) by COA on the non-reclassification of

	<p>completed NGP projects from construction in progress to its appropriate asset account shall be addressed in the draft policy.</p> <ul style="list-style-type: none">• Dir. Leal also stressed that all pertinent documents such as consultation meetings shall be provided along with the revised DAO upon submission.• Assistant Director Butch recommended that PAMB representatives must be included in the formulation/consultation process.• Moreover, it was concurred that BMB and FMB will jointly discuss the latest version of the draft DAO in the next PTWG meeting.
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IV. Discussion of Other Matters

Dir. Leal reiterates the attendance of the Assistant Directors of the Bureaus during policy deliberation relevant to their crucial role as principal/permanent members of the PTWG per Special Order no. 2021-94.

The PTWG meeting was adjourned at 02:40 PM.

Prepared by the Secretariat

Noted by:



CHERYL LOISE T. LEAL
OIC Director, Policy and Planning Service

Photo Documentations

