



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



**MEMORANDUM**

**FOR : The Assistant Secretary for International Affairs and  
Concurrent OIC Director  
Biodiversity Management Bureau**

**The OIC Director  
Financial Management Service**

**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 2024 AT THE 6/F OULA CONFERENCE AND VIA  
ZOOM**

**DATE : 17 JUL 2024**

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This refers to PTWG Meeting No. 2024-07 held on 04 July 2024, 9:30 AM at the OULA Conference Room and online via Zoom, which discussed the following proposed policies:

1. Draft DAO re Guidelines on the use of Electronic Documents, Electronic Signatures, and Digital Signatures in the Department of Environment and Natural Resources (DENR); and
2. Draft DAO re 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)

Relative thereto, attached is the summary of agreements, for your information and reference in the revision of your respective policy. As agreed upon, the proposed policies shall be revised by the proponent and submitted to this Office within a period of one (1) week, for recirculation to the PTWG members for final comment/vetting. In this regard, we kindly request the submission of the revised draft policy not later than **22 July 2024**.

**MEMO NO. 2024 - 636**

Further, this Office reiterates the attendance of the Assistant Directors of the Bureaus and Director of concerned Service during policy deliberation relevant to their crucial role as principal/permanent members of the PTWG Special Order no. 2021-94<sup>1</sup>.

For your consideration, please.

  
CHERYL LOISE T. LEAL

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<sup>1</sup> Attached is a copy of SO no. 2021-94



*Republic of the Philippines*  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel. Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

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

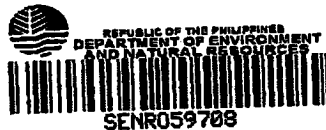
Representative, Office of the Assistant Secretary for  
Administration and Human Resources

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:

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

<b>R2:</b> Mr. John Paul B. Mabasa	<b>R9:</b> Mr. Francis Ian P. Dancel Ms. Ma. Eva B. Sabtal
<b>R3:</b> Anacleto G. Feliciano Mr. John Eleazar I. Ofilada Mr. James Martinez Mr. Wendell L. Baldeo Ms. Sarah Grace Canare Mr. Jeron Arbie M. Javierto	<b>R10:</b> Ms. Ann Christine S. Galvez
<b>R4B:</b> Mr. Mark Ryan S. Lozada Ms. Chrisman Joy B. Olivera Ms. Jhonna Liza S. Medenilla Mr. Gian Carlo V. Garcellano	<b>R11:</b> 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
<b>R5:</b> Ms. Maryann A. Roncesballes Mr. Vincent Bryan L. Bonete Ms. Kiana Jaye G. Regalado Ms. Editha Matubis Romero	<b>R13</b> Ms. Elsalyng Evangelio
<b>R6:</b> 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	
<b>Secretariat:</b>	
For. Llarina S. Mojica	Ms. Nim Hyde 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
<b>Preliminary Discussions</b>	<ul style="list-style-type: none"> <li>• Convert to DENR Memorandum Circular.</li> </ul>
<b>Subject/Title</b>	<ul style="list-style-type: none"> <li>• Director Eneran suggested omitting the acronym "(DENR)"</li> <li>• Delete "Electronic" in the title, as well as in all other relevant provisions since the proposed policy will be focusing on digital signatures.</li> </ul>
<b>Prefatory Statement</b>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Mr. Avino of EMB suggested including the EO no. 810 s. 2009 and is hereby adopted.</li> </ul>
<b>SECTION 1. Basic Policy</b>	<ul style="list-style-type: none"> <li>• Adopted</li> </ul>
<b>SECTION 2.Objectives</b>	<ul style="list-style-type: none"> <li>• Include an introductory statement as recommended by For. Galindon.</li> <li>• Revise by indicating the specific objectives of the proposed guidelines as recommended by Dir. Leal.</li> </ul>

<p><b>SECTION 3. Scope and Coverage</b></p>	<ul style="list-style-type: none"> <li>• On the second paragraph <ul style="list-style-type: none"> <li>- replace the word "these" in the last line with "this"</li> <li>- delete the line "and GPPB Resolution No. 16-2019" in the second paragraph,</li> <li>- add the word "and" after RA 11032</li> <li>- delete "and locally funded and foreign-assisted projects"</li> </ul> </li> <li>• Director Eneran proposed deleting the third paragraph regarding private parties; thus, limiting the application to the offices and employees of the DENR.</li> <li>• 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.</li> <li>• Replace the term "Order" with "Circular" and apply the same revision in all other relevant provisions.</li> </ul>
<p><b>SECTION 4. Definition of Terms</b></p>	<p>Secretariat to cross-check the definitions of the terms included and validate the references used indicated in the footnotes.</p>
<p><b>SECTION 5. Guidelines</b></p>	<ul style="list-style-type: none"> <li>• On Sub-section 5.1.1: <ul style="list-style-type: none"> <li>- Ms. Ocampo of OUFLE suggested deleting "s" in "initials"</li> <li>- delete "electronic or"</li> <li>- Mr. Gaerlan of OUFOM recommended to include the term "wet"</li> </ul> </li> <li>• On Sub-section 5.1.2, item d, include the National Privacy Commission that handles Data Privacy Act.</li> <li>• 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</li> </ul>



	<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"> <li>• 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.</li> <li>• 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.</li> <li>• Include a process flow in applying for a digital certificate be streamlined and an annex for a flow chart.</li> <li>• Highlight the roles and responsibilities of the offices.</li> <li>• Director Eneran proposed referring to and focusing on the processes/activities under the Citizens' Charter that will require the use of digital certificates.</li> <li>• 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.</li> </ul>
<b>SECTION 6. Duties and Responsibilities</b>	
<b>SECTION 7. Compliance Monitoring</b>	
<b>SECTION 8. Funding</b>	
<b>SECTION 9. Transitory Clause</b>	

<b>SECTION 10. Separability Clause</b>	
<b>SECTION 11. Repealing Clause</b>	
<b>SECTION 12. Effectivity</b>	
<b>Agreement/ Recommendation</b>	<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>
<b>Way Forward</b>	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)**

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

	<ul style="list-style-type: none"> <li>• BMB further stated that PAMBs were not consulted. They emphasized that only the Regional Directors have been conferred with.</li> </ul>
<p><b>Title</b></p>	<ul style="list-style-type: none"> <li>• Ms. Presbitero of OULA clarified if there are already existing guidelines in the implementation of the NGP within Protected Areas.</li> <li>• 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>.</li> <li>• 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).</li> <li>• Atty. Eneran and Assistant Director Butch seconded the motion.</li> </ul>
<p><b>Way Forward</b></p>	<ul style="list-style-type: none"> <li>• Ms. Presbitero suggested inserting provisions regarding the role of PAMBs in the policy.</li> <li>• 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.</li> <li>• Ms. Ocampo of OUFLVE suggested revisiting Sections 3, 15, and 17 and refrain from using "this may" statements.</li> <li>• Mr. Gaerlan of OUFOM suggested that inputs from the PAMBs should be solicited and incorporated in the draft policy.</li> <li>• Dir. Leal stated that the Audit Observation Memorandum (AOM) by COA on the non-reclassification of</li> </ul>

	<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"><li>• Dir. Leal also stressed that all pertinent documents such as consultation meetings shall be provided along with the revised DAO upon submission.</li><li>• Assistant Director Butch recommended that PAMB representatives must be included in the formulation/consultation process.</li><li>• Moreover, it was concurred that BMB and FMB will jointly discuss the latest version of the draft DAO in the next PTWG meeting.</li></ul>
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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**

