



Republic of the Philippines
Department of Environment and Natural Resources
DENR Main Bldg., Visayas Avenue
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MAY 24 2005

MEMORANDUM CIRCULAR

NO. 2005 - 004

TO : All Officials
DENR Proper, Bureaus, Regional Offices, PENROs,
CENROs and Attached Agencies

SUBJECT : **GUIDELINES ON THE SUBMISSION OF REPORTS
PERTAINING TO THE IMPLEMENTATION OF
MALACAÑANG ADMINISTRATIVE ORDER NOS. 103
AND 117**

In reference to DBM Circular Letter No. 2005-04 dated 01 April 2005 on the **Implementation of Administrative Order Nos. 103 and 117** pursuant to the austerity program of the government, the following guidelines on the reporting system are hereby prescribed:

A. REPORTS REQUIRED BY DBM

The **Report on Savings from AO No. 103 (Form A) and Report on Savings due to the Four-Day Workweek (Form B)** shall be submitted to the Office of the Secretary through the Accounting Division, Financial and Management Service for evaluation and submission to DBM.

The submission of Form B shall be required only for the months of April and May 2005 while Form A shall be submitted monthly unless otherwise new directives are issued by Malacañang or DBM.

The Attached Agencies shall submit direct to DBM the required reports on the implementation of aforesaid DBM Circular, copy furnished the Office of Undersecretary for Management and Technical Services.

B. COMPLIANCE TO DIRECTIVES ON ADOPTION OF AUSTERITY MEASURES

It is reiterated that DENR Memorandum Order No 2044-11, **Prescribing Economy Measures in the DENR**, and DENR Memorandum Order No. 2005-08, **Implementation of Administrative Order No. 117 "Providing for Adjusted Official Hours in Departments, Bureaus, Offices and other Agencies in the Executive Branch, including Government-Owned and Controlled Corporations, for the Months of April and May 2005"**, be strictly complied with to fully support the government's efforts to generate savings through fiscal discipline.

All officials are directed to enforce the reduction of at least 10% in the cost of consumption of fuel, water, office supplies, electricity and other utilities in consonance with Section 1(b) of AO No. 103.

C. PROCEDURES ON THE REPORTING SYSTEM

1. The **Report on Savings from AO No. 103 (Form A)** and **Report on Savings due to the Four-day Workweek (Form B)** shall be prepared in two (2) copies to be distributed as follows:
 - a. Copy 1 – DENR Central Office
 - b. Copy 2 - File
2. The reports shall be categorized by fund and project (Funds 101 and 102).
3. The DENR Central Office, Bureaus, Regional Offices and PENROs shall prepare their respective reports based on their fund programs.
4. The Budget Officers shall accomplish the Full-Year Savings Target and Monthly Program Columns of Forms A and B, respectively. The Accountants shall accomplish the rest of the required data.
5. PENRO reports shall be composed of the following:
 - a. PENRO Office
 - b. CENROs under its jurisdiction (individual)
 - c. PENRO Consolidated Report
6. The Officials authorized to sign Forms A and B are as follows:

Office/Report	"Certified Correct By" Portion	"Submitted By" Portion
1. DENR (Consolidated Report)	Director FMS	USEC MTS
2. DENR Proper	Chief Accountant	Director FMS
3. Bureau	Bureau Accountant	Bureau Director
4. Regional Office	Regional Accountant	RED/RD
5. PENRO (Consolidated Report)	PENRO Accountant	PENRO
6. PENRO/CENRO	PENRO Accountant	PENRO/CENRO

7. The reports should be submitted to the Accounting Division, Financial and Management Service by the 4th working day of every month for preparation and submission of the Consolidated DENR Report to DBM by the 10th working day of the same month.

Form A will be submitted monthly while Form B will be submitted only during the months of April and May 2005. As for Form A, separate reports should be prepared for the months of January to March 2005. The first report should be submitted on the 4th of May 2005.

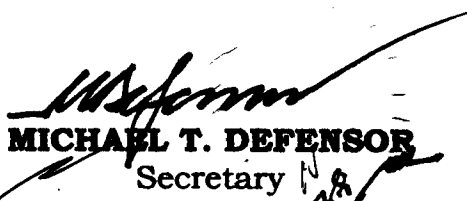
8. The submission of reports shall be supervised and coordinated by the Director, Financial and Management Service

D. MONITORING AND FEEDBACK MECHANISM

The attached form on **Survey on the Socio-economic Impact to DENR Employees on the Adoption of the Four-Day Workweek** (Form C) shall be immediately conducted by the Administrative Service/ Division/ Officer in DENR Proper, Bureaus, Regional Offices, PENROs, CENROs and Attached Agencies. The survey results will be submitted to DBM seven (7) days after issuance of this circular.

A Quarterly Audit Report will be submitted by the Management Division to ascertain compliance with this directive, in coordination with the General Services Division.

For immediate compliance.


MICHAEL T. DEFENSOR
 Secretary



REPORT ON SAVINGS FROM AO No. 103

For the Month of _____ CY _____

Department/Agency _____

PARTICULARS	Full-Year Savings Target	Savings for the Month	Cumulative Savings for the Year
Personal Services (PS)			
Honoraria/Per Diem			
Contractuals/Casuals			
Others			
Maintenance and Other Operating Expense (MOOE)			
Traveling			
Communications			
Postage and Deliveries			
Telephone Expenses (Landline)			
Telephone Expenses (Mobile)			
Internet			
Cable, Satellite, Telegraph & Radio Expenses			
Advertisements			
Training/Seminars			
Utilities			
Water Expenses			
Electricity Expenses			
Cooking Gas Expenses			
Supplies and Materials			
Consultancy Services			
Others			
Capital Outlay (CO)			
Purchase of Motor Vehicles			
Others			
TOTAL			

Certified Correct by:

Submitted By:

Chief Accountant Concerned

Concerned Head of Office



REPORT ON SAVINGS DUE TO THE FOUR-DAY WORKWEEK

For the Month of _____ 2005

Department/Agency _____

PARTICULARS	Monthly Program* 1	ACTUAL CONSUMPTION			SAVINGS		
		April 2	May 3	TOTAL 4 = 2 + 3	April 5 = 1 - 2	May 6 = 1 - 3	TOTAL 7 = 5 + 6
Utility Expenses							
Water Expenses							
Electricity Expenses							
Cooking Gas Expenses							
Gasoline, Oil & Lubricants							
Transportation & Delivery Expenses							
TOTAL							

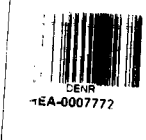
Certified Correct by:

Submitted By:

Chief Accountant Concerned

Concerned Head of Office

* Based on 2005 Program



FORM C

**Survey on the Socio-Economic Impact to DENR Employees
on the Adoption of the Four-Day Workweek**

This survey aims to get the socio-economic impact of the adoption of the four-day workweek for the months of April and May 2005. Please answer the questions honestly. Your response shall be treated with utmost confidentiality.

Employee (name optional): _____

Division: _____

1. Are you in favor of the four-day workweek as a strategy to generate savings?

_____ 1.1 Yes

_____ 1.2 No

If Yes, how much weekly savings have you generated?

If No, why?

_____ Travel Expenses
_____ Food Expenses
_____ Allowances
_____ Others
_____ TOTAL

2. Do you recommend the continued adoption of the four-day workweek?

_____ 2.1 Yes

_____ 2.2 No

Why?

Suggestions/Comments:

THANK YOU!

Please submit the form to the Administrative Service/Division
(Note: Please attach separate sheet, if necessary.)

