



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

DENR MIMAROPA  
RECORDS SECTION  
**RECEIVED**

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☐ INCOMING ☐ OUTGOING  
BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_

November 1, 2023

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region

**THRU** : The Assistant Regional Director for Management Services

**FROM** : The OIC – PENR Officer

**SUBJECT** : **SUBMISSION OF INDIVIDUAL LEARNING REPORT  
ON THE ENVIRONMENT AND NATURAL  
RESOURCES (ENR) FRONTLINE COURSE HELD ON  
OCTOBER 23-27, 2023 VIA ZOOM PLATFORM**

Forwarded is the Individual Learning Report on the Environment and Natural Resources (ENR) Frontline Course, submitted by our Credit Officer I. The said course was held last October 23-27, 2023 virtually via Zoom platform.

For information and record.

*"For and in the absence of the PENRO"*

**CYNTHIA U. LOZANO**  
Chief, Technical Services Division  
In-Charge, Office of the PENRO



November 7, 2023

**MEMORANDUM**

**FOR** : The OIC – PENR Officer  
**THRU** : The In-Charge, Management Services Division  
**FROM** : The Credit Officer I  
**SUBJECT** : **INDIVIDUAL LEARNING REPORT ON THE ENVIRONMENT AND NATURAL RESOURCES (ENR) FRONTLINE COURSE ON OCTOBER 23-27, 2023**


In compliance to the submission of the training report upon the completion of the event, respectfully submitted is the Individual Learning Report on the Environment and Natural Resources (ENR) Frontline Course. The said course was held last October 23-27, 2023 virtually via Zoom platform.

Attached is the copy of the Individual Learning Report using the prescribed template for your reference.

For your information, record and further instructions.

  
**SARAH JANE D. SENA**

Noted by:

  
**EDEN P. PALACIOS**  
In-Charge, Management Services Division  
HRMO II/ Administrative Officer IV

# INDIVIDUAL LEARNING REPORT

## Part I

<b>Name of Participant:</b>	SARAH JANE D. SENA
<b>Office/Service:</b>	PENRO Marinduque/ Management Services Division Admin Section/ Cashiering Unit
<b>Training Title:</b>	Environment and Natural Resources (ENR) Frontline Course
<b>Learning Providers:</b>	HRDS-DENR MIMAROPA Regional Office
<b>Inclusive Dates:</b>	October 23-27, 2023
<b>Venue:</b>	Via Zoom Application

### I. EVALUATION OF THE COURSE

#### • Technical Content:

The implementation of the Environment and Natural Resources Academy (ENRA) Programs aims to strengthen the Provincial and Community Environment and Natural Resources Offices (P/CENROs). The 5-day Frontline Course was attended by forty-seven (47) participants/learners from different PENRO and CENRO Offices. The ENR Frontline Course Outline is designed as follows:

#### **Day 1: October 23, 2023**

- Opening Program (Invocation and Training Preliminaries)
- Financial Literacy (Financial Planning, Saving and Budgeting)

#### **Day 2: October 24, 2023**

- Forest Resources Management Services (Forest Management Unit, Forest Tenurial Instruments)
- Land Management Services (Land Titling, Lands Legal Bases)

#### **Day 3: October 25, 2023**

- Environmental Management Services (Toxic waste, Clean Water Act, Clean Air Act, Solid Waste Act)
- Biodiversity Management Services

#### **Day 4: October 26, 2023**

- National Mapping and Resource Information Authority (NAMRIA)
- ENR Research Services (Ecosystems Research and Development Bureau)
- Mining Resources Management Services

#### **Day 5: October 27, 2023**

- Ethics in DENR (Republic Act 6713)
- Ease of Doing Business (Republic Act 11032)
- DENR's Organizational Structure
- DENR's Vision, Mission, Mandate & Core Values
- Priority Programs, PDP & SDGs
- Quality Management System
- Gender and Development
- Client Service Excellence 101
- Office Protocol and Etiquette



A pre-test was given prior to the discussion of the topic and a post-test was conducted after each topic. The 5-day course was completed with all the topics specified in the program.

## **FRONTLINE COURSE PROPER**

### ***Day 1 (October 23, 2023) – Financial Literacy (Financial Planning, Saving and Budgeting)***

Resource Person, Mr. Nazar Norman S. Cortuna, CPA, Chief, Accounting Section, DENR Regional Office discussed about financial literacy with the session objectives, as follows: Understand Financial Planning, Learn Practical Tips and Tools on Proper Financial Planning, Know the Financial Planning Cycle, Understand the importance of Financial Planning, Understand the concept of investing and factors to consider before investing, Learn the Types of Investment Instruments available in the Philippines; and Understand Basic Principles of Inflation, Risk-Return Trade-Off and Investment Horizon. Mr. Cortuna explained that Financial Education is the process of instruction to increase financial literacy and capability. He also mentioned that Financial Literacy is the level of knowledge about financial concepts and principles while Financial Capability is the application of financial literacy in financial decision making. He also discussed about the importance of financial education and steps in achieving financial freedom.

I have learned that financial literacy is essential and can be helpful in achieving financial freedom. It is important to understand and effectively use financial skills in securing our future goals. Further, it empowers us to make better financial decisions. Lastly, it gives us strong financial foundation in order to manage/control our finances/money wisely.

### ***Day 2 (October 24, 2023) – Forest Resources Management Services and Environmental Management Services***

Resource Person, Forester Amor D. Asi, SVEMS/Chief, Conservation and Development Section from PENRO Oriental Mindoro presented the topic about Forest Resources Management Services. Its contents include Status of Philippine Forests and Watersheds, Forest Management Mandates & Milestones, Priority Programs in Forestry, Issuance of Land Tenure Instrument and Tree Cutting Permit Issuance.

Resource Person, Engr. Buena Fe Aquino-Rioflorido, Chief, Environmental Management Specialist and Clearance and Permitting Division, DENR-EMB MIMAROPA Region, discussed about the functions and mandate of the Environmental Management Bureau (EMB). She mentioned that the EMB was created as a staff bureau of the DENR pursuant to EO 192 and later became a line bureau as per RA 8749 otherwise known as the "Philippine Clean Air Act of 1999" and shall spearhead the government's efforts in environmental protection and management with its mandate as the primary government agency under DENR to formulate, integrate, coordinate, supervise and implement all policies, programs, projects and activities relative to the prevention and control of pollution as well as management and enhancement of environment. She highlighted the major policy thrust for the environmental sector such as to improve air and water quality, improve management of solid waste, effective management of toxic substances and hazardous wastes, implement the streamlined EIS system, fast track disposition of pending pollution cases and improve organizational performance to respond to expanded mandate of the bureau.



***Day 3 (October 25, 2023) – Ethics in DENR, Ease of Doing Business and Biodiversity Conservation and Management / Biodiversity Management Services***

Resource Person, Atty. Joseph D. Delos Santos, Attorney IV, Legal Division, DENR MIMAROPA Region, discussed about the Code of Conduct & Ethical Standards for Public Officials and Employees. He differentiated Law and Ethics wherein Law sets a minimum behavior, actions that do not conform to results in imposition of penalties, and stops at punishment while Ethics elevates behavior above mere law obedience, involves doing the right things, and focuses on values as adding solution through helping attitude. He cited the norms of conducts and explained its meaning. He also discussed about the three (3) fold liability such as criminal, civil, and administrative.

In addition, Resource Person, Atty. Lenel Rabeje discussed the coverage and the salient features of RA 11032 or “Ease of Doing Business” with its purpose to establish efficient service delivery, prevent corruption, reduce red tape, and expedite transaction in Government Offices. He elaborated the 3-7-20 days processing time wherein 3 days for simple transaction, 7 days for complex transaction, and 20 days for highly technical transaction. He also discussed the possible administrative sanctions/penalties stipulated in the said law.

Resource Person, CENRO Rodel M. Boyles, CENRO Socorro, Oriental Mindoro, presented the Biodiversity Conservation & Management 101. He started his presentation by stating benefits from biodiversity such as provisioning services (food, fresh water, fuelwood, fiber, biochemicals, genetic resources), regulating services (climate regulation, disease regulation, water regulation, water purification, pollination), and cultural services (spiritual and religious, recreation, ecotourism, aesthetic, inspirational, educational, sense of place, cultural heritage). Biodiversity provides numerous ecosystem services that are crucial to human well-being at present and in the future. A variability among living organisms from all sources including, *inter alia*, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part.

***Day 4 (October 26, 2023) – National Mapping and Resource Information Authority (NAMRIA), Ecosystems Research and Development Bureau (ERDB), Mining Resources Management Services and Quality Management System***

Resource Person, Mr. Marlon Mariñas, representative from NAMRIA, shared information about their Office. He stated its mission to provide quality topographic maps, nautical charts, and other geospatial products and services in a timely and coordinated manner. He also mentioned that NAMRIA envision itself to be a center of excellence, building a geospatially-empowered Philippines where government, businesses, and individuals make full use of geospatial information in making important decisions and conducting their daily activities.

Resource Person, Ms. Donnabel Hintural, representative from the Environmental Research and Development Bureau shared the importance of Research, Development and Extension in Frontline Services. ERDB mandate is to formulate and recommend an integrated research program relating to Philippine ecosystems and natural resources such as minerals, lands, forests, as holistic and interdisciplinary field of inquiry. ERDB generates technologies and provide scientific assistance in the research and development of technologies relevant to the sustainable uses of Philippine ecosystems and natural resources.



Resource Person, Engr. Renzil Lladonet, representative from MGB MIMAROPA Region, presented the Mining Resources Management Services. He mentioned that mining includes Exploration (geological sampling, trenching, testpitting), Development (constructions of roads, campsite, office preparation of environmental mitigating structures), Utilization (extraction of ore, marketing, progressive rehabilitation) and Decommissioning (dismanting of infrastructure rehabilitation).

Last topic on Day 4 about Quality Management System (QMS) was discussed by Resource Person, Ms. Edna A. Tarrosa, Chief, HRD Section, DENR MIMAROPA Regional Office. She started the presentation by stating the goal of QMS which is to increase an organization's awareness of its duties and commitment in fulfilling the needs and expectations of its customers and interested parties, and in achieving satisfaction with its products and services. She also enumerated the Quality Management Principles such as Customer Focus, Leadership, Engagement of People, Process Approach, Improvement, Evidence-based Decision Making, and Relationship Management. Quality Management is one of the most important topics to be learned since it is vital in an organization. It helps in identifying potential problems in operations and to strategize ways in improving the efficiency and effectiveness of our service in order to achieve client satisfaction.

***Day 5 (October 27, 2023) – Land Management Services, Client Service 101, DENR's Organizational Structure, DENR Vision, Mission, Mandate and Core Values***

Resource Person, Jimmy C. Villareal, Land Management Officer III, Chief RPS, PENRO Palawan discussed about the Land Management Services. He mentioned that the Land Management Bureau is mandated to administer, survey, manage and dispose public alienable and disposable lands (A&D) lands and public lands not placed under the jurisdiction of other government agencies. It is the process by which the resources of land are put to good effect and covers all activities concerned with the management of land as a resource both from an environmental and from economic perspective. Included in the presentation are Land Management and Administration, Land Management Laws, System of Land Titling, Agricultural and Residential Free Patent, Homestead, Sales Patent, Lease, Special Patent, and foreshore.

Last topics about DENR Vision, Mission, Mandate and Core Values including Client Service Excellence were discussed by Ms. Edna A. Tarrosa, Chief, HRD Section, DENR MIMAROPA Regional Office. She shared that client service is an integral part of our job. We must always give the best possible efforts in order to achieve client satisfaction.

In the closing program of the 5-day frontline course, Ms. Edna A. Tarrosa expressed her gratitude to the Resource Person/Speaker for each topic, efforts of the facilitators/organizers and to all the learners for their active participation in the success of the 5-day Environment and Natural Resources Academy (ENRA) course.

• **Impressions/Comments:**

The 5-day frontline course was conducted via online zoom application. The course outline is well-presented and contains essential information and learnings about what is expected from the learners taking the course. In the training preliminaries, the facilitators clearly stated the course requirements, the learners' assignments and deadlines, the learners' participation and attendance expectations. The Resource Speaker in every topic is very knowledgeable and can converse clearly. They presented the topics with confidence and focus and also tried involving the participants for a more engaging and interactive learning. They also did not hesitate answering the queries and clarifications from the

learners. On another note, the facilitators were able to adapt easily during unexpected circumstances.

Overall, the frontline course provided a well-rounded experience that contributed to the learner's personal and professional growth in meaningful ways. It was designed to meet the specific needs of the DENR employees that will result to a more efficient and effective productivity and the opportunity to share their knowledge and skills to one another. I would like to congratulate and express my gratitude to all the facilitators, resource persons, classmates and to the top management on the success and completion of this meaningful course.

## II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION

The frontline course provided all DENR employees with the necessary information and learnings regarding the major activities, programs and mandate of the Department. It was a meaningful course especially to employees that are not regularly exposed to technical works. It will be easier for me to explain how our processes work. After all, serving the needs of clients quickly and appropriately is our main goal.

## III. RECOMMENDATIONS

I recommend that the 5-day frontline course should be engaging and interactive during the entire presentation. It is important to maintain the attention of the learners during session. Increasing the engagement of the learners will give opportunities for them to actively participate.

## IV. POST LEARNING ACTION PLAN/PROPOSAL

Proposed Plan/Activity/Output	Time Frame
Familiarization with all the programs/processes of PENRO-Marinduque	CY 2023

### Part 2 (To be prepared by the SUPERVISOR)

How will you support the post Learning Action/Proposal?

To continuously provide monitoring, mentoring and coaching.

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training?

yes.




Would you be willing to send him/her again to other training/seminar/conference?

Yes ☒ No ☐ Others ☐


If yes, please specify courses.

Learning Event for EHR Basic Course

Submitted by:

  
**SARAH JANE D. SENA**  
Credit Officer I  
Attendee

Noted/Confirmed by:

  
**EDEN P. PALACIOS**  
HRMO II / Administrative Officer IV  
Supervisor

October 27, 2023  
Date