



December 16, 2021

**MEMORANDUM**

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

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

**ATTENTION** : The Chief, Planning and Management Division

**FROM** : The OIC – PENR Officer

**SUBJECT** : **SUBMISSION OF THE SECOND SEMESTER,  
CY 2021 MONITORING REPORTS ON THE  
STREAMLINING OF THE DEPARTMENT SERVICES PER  
CITIZEN'S CHARTER**

In compliance with the Memorandum from the DENR Interim Director for Internal Audit Service and Sub-CART Head on SPICS regarding the Streamlining and Process Improvement of the Agency's Critical Services covering all Government-to-Citizens (G2C), Government-to-Business (G2B), and Government-to-Government (G2G) transactions as declared in the agency's Citizen's Charter, respectfully submitted the filled-out Second Semester, CY 2021 Streamlining Monitoring Forms as well as the Means of Verifications (MOVs) of the DENR-PENRO Marinduque using the prescribed templates for the following services, to wit:

**a. Admin & Finance Services**

- RO-AF-01. Issuance of Certification of No Records/Appeal/Motion for Reconsideration, etc.
- RO-AF-02. Document Authentication for General Circulation Documents
- RO-AF-03. Sale of Bidding Documents
- RO-AF-05-06-07. Processing of Payment of Claims

**b. Forestry Services**

- RO-F-01. Issuance of Certificate of Tree Plantation Ownership (CTPO)
- RO-F-02. Issuance of Self-Monitoring Form (SMF)
- RO-F-03. Issuance of Certificate of Verification (COV) for the Transport of Planted and Non-Premium Trees Within Private Land, Non-Timber Forest Products Except Rattan, and Wood Processing Plant (WPP) to other WPP
- RO-F-04. Application For Chainsaw Registration
- RO-F-05. Issuance of Tree Cutting and/or Earthballing Permit for DPWH Projects

**c. Lands Services**

- RO-L-01. Issuance of Certification of Land Status and/or Certification of Survey Claimant
- RO-L-02. Issuance of Survey Authority
- RO-L-03. Application for Free Patent (Agricultural)
- RO-L-04. Application for Free Patent (Residential)

For information and record.

  
**IMELDA M. DIAZ**



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DENR MIMAROPA Region

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