

MEMO-2021-780: FASPS OPERATIONS MANUAL

1 message

Records Management Division <rmdd@denr.gov.ph>

Wed, Nov 17, 2021 at 12:12 PM

To: Alvin Quitarano <aguitarano@denr.gov.ph>, aprilrose_mansueto@yahoo.com, Carl Anthony Del Rosario <camdelrosario@denr.gov.ph>, Chito Reyes <cbreyes@denr.gov.ph>, espinolt@yahoo.com, Ivy Nicole Angeles <igangeles@denr.gov.ph>, jacky.matugas24@gmail.com, Jim Sampulna <josampulna@denr.gov.ph>, Jonas Leones <jrleones@denr.gov.ph>, LSQuirit@denr.gov.ph, Office of the Undersecretary for Field Operations and Environment <officeofuseccuna@denr.gov.ph>, ouccsmc.denr@gmail.com, oueiea.denr@gmail.com, OUSC.DENR@gmail.com, Rodolfo Garcia <rcgarcia@denr.gov.ph>, tehanna08@gmail.com, Undersecretary for Attached Agencies <usec.aa@denr.gov.ph>, "Undersecretary for Administration, Finance, Human Resources and Information Systems" <usec.afhris@denr.gov.ph>, Undersecretary for Special Concerns <usec.sc@denr.gov.ph>, Undersecretary for Solid Waste Management and Local Government Units Concerns <usec.swmlgu@denr.gov.ph>, "Undersecretary for Administration, Finance, Human Resources and Information Systems" <usecais@denr.gov.ph>, usecenforcementmindanao@gmail.com, Office of the Undersecretary for Field Operations and Environment <usecpolicyplan@denr.gov.ph>, usecsampulna.denr@gmail.com, Benny Antiporda <usecswmlguc@gmail.com>, Chief of Staff and Undersecretary for Field Operations - Visayas and Mindanao <usec.fovis@denr.gov.ph>, Undersecretary for Enforcement and Muslim Affairs <usec.enfma@denr.gov.ph>, "Undersecretary for Legal and Policy, Planning and International Affairs" <usec.legalplania@denr.gov.ph>, Undersecretary for Mining Concerns and Climate Change Service <usec.miningcc@denr.gov.ph>, Undersecretary for Priority Programs and Field Operations - Luzon <usec.ppfo@denr.gov.ph>, USEC CCSMC <USECCSMC@denr.gov.ph>, Joan Lagunda <ajl@denr.gov.ph>, "Assistant Secretary for Administration, Human Resources and Legislative Affairs" <asec.adminhrla@denr.gov.ph>, "Assistant Secretary for Finance, Information Systems and Mining Concerns" <asec.fismc@denr.gov.ph>, Assistant Secretary for Field Operations - Northern Luzon <asec.fonl@denr.gov.ph>, Assistant Secretary for Legal <asec.legal@denr.gov.ph>, "Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects" <asec.planfasp@denr.gov.ph>, asecfosl.denr@yahoo.com, asecfowm.denr@gmail.com, Michelle Angelica Go <asecmichellego@denr.gov.ph>, Analyn Padernal <avpadernal@denr.gov.ph>, danielnicer@yahoo.com, Daniel Darius Nicer <ddmnicer@denr.gov.ph>, denr.oasecenforcement@gmail.com, DIANA JEAN NOBLE <djnoble@denr.gov.ph>, escarino0903@gmail.com, Gilbert Gonzales <gcgonzales@denr.gov.ph>, Joselin Marcus Fragada <jefragada@denr.gov.ph>, Michelle Angelica Go <madgo@denr.gov.ph>, "Marcial Amaro, Jr." <mcamarojr@denr.gov.ph>, Nonita Caguioa <nscaguioa@denr.gov.ph>, oasecahr2020@gmail.com, Assistant Secretary for Field Operations - Visayas <oasfovisayas@denr.gov.ph>, redruthmt@gmail.com, Ruth Tawantawan <rmtawantawan@denr.gov.ph>, vermon.timbas@gmail.com, Assistant Secretary for Enforcement <asec.enforcement@denr.gov.ph>, Assistant Secretary for Field Operations - Visayas <asec.fovis@denr.gov.ph>, DENR Assistant Secretary Management <asecmanagement@denr.gov.ph>, "OIC, Assistant Secretary for Climate Change and concurrent Director, Biodiversity Management Bureau" <asec.cc@denr.gov.ph>, "OIC, Assistant Secretary for Field Operations - Western Mindanao" <asec.fowmin@denr.gov.ph>, "OIC, Assistant Secretary for Local Government Units Concerns" <asec.lgu@denr.gov.ph>, "r4a@denr.gov.ph" <r4a@denr.gov.ph>, cco.denr@yahoo.com, dirfms.denr@gmail.com, FMS Office of the Director <dirfms@denr.gov.ph>, Elenida Basug <edrbasug@denr.gov.ph>, FMS Office of the Director <fms.od@denr.gov.ph>, DENR HRDS <hrds@denr.gov.ph>, KISS Office of the Director <kiss.od@denr.gov.ph>, KISS Office of the Director <kiss@denr.gov.ph>, labongjohanna74@gmail.com, MELINDA CAPISTRANO <mccapistrano@denr.gov.ph>, Maria Elena Morillos-Manila <memmanila@denr.gov.ph>, "MA. MATILDA GADDI" <mmagaddi@denr.gov.ph>, RIC ENRIQUEZ <rgenriquez@denr.gov.ph>, Rolando Castro <rrocastro@denr.gov.ph>, Strategic Communication and Initiatives Service <scis@denr.gov.ph>, Wilfredo Obien <WJOBien@denr.gov.ph>, DENR Admin Director <odas@denr.gov.ph>, DENR FASPO MIS <misfaspo@denr.gov.ph>, DENR IAS Director <ias_dir@denr.gov.ph>, DENR Internal Audit Service <ias@denr.gov.ph>, DENR Legal Service Director <dirlegsrvc@denr.gov.ph>, DENR Planning & Policy Studies Office <ppso@denr.gov.ph>, "denr.adrcm@gmail.com" <denr.adrcm@gmail.com>, "denr.pao@gmail.com" <denr.pao@gmail.com>, "denr.scis@gmail.com" <denr.scis@gmail.com>, "denr.transparencysal@gmail.com" <denr.transparencysal@gmail.com>, "denr_hrdstd@yahoo.com.ph" <denr_hrdstd@yahoo.com.ph>, "denr_ias@yahoo.com" <denr_ias@yahoo.com>, "Dexter M. Tindoc" <DMTINDOC@denr.gov.ph>, "Edwin G. Domingo" <EGDomingo@denr.gov.ph>, "egdom53@gmail.com" <egdom53@gmail.com>, "Emily V. Coronel" <EVCoronel@denr.gov.ph>, "Gaudencio L. De La Cruz" <GLDelaCruz@denr.gov.ph>, "Hayde J. Lato" <HJLato@denr.gov.ph>, "helenladua@yahoo.com" <helenladua@yahoo.com>, "Johanna R. Labong" <JRLABONG@denr.gov.ph>, Legal Inad <Legallnad@denr.gov.ph>, "Ma. Leonelyn Karol V. Tabares" <MLVTabares@denr.gov.ph>, "Madonna V. Ramirez" <mvr Ramirez@denr.gov.ph>, "mayestena@yahoo.com" <mayestena@yahoo.com>, "msisperez@yahoo.com" <msisperez@yahoo.com>, "nor_eneran@yahoo.com" <nor_eneran@yahoo.com>, "pcpsdenr@gmail.com" <pcpsdenr@gmail.com>, "pid.denrscis@gmail.com" <pid.denrscis@gmail.com>, "ppdppso@yahoo.com" <ppdppso@yahoo.com>, "pps-od@denr.gov.ph" <pps-od@denr.gov.ph>, "psddivision@gmail.com" <psddivision@gmail.com>, "rolly_r_castro@yahoo.com" <rolly_r_castro@yahoo.com>, "Roy O. Gulane" <ROGulane@denr.gov.ph>, "scis.denr@gmail.com" <scis.denr@gmail.com>, "tdd_idg@yahoo.com" <tdd_idg@yahoo.com>, 2014admn5@gmail.com, admin-car@denr.gov.ph, adrecordsdenr1@gmail.com, ardmr02@gmail.com, cao.denr8@gmail.com, DENR Cordillera Administrative Region <car@denr.gov.ph>, denr02_landrecords2015@yahoo.com, denr9recordsunit@yahoo.com, denr_recordsunit2016@yahoo.com, denrcaragarecords@gmail.com, denrcarrecords@gmail.com, admin division <denrdmin@gmail.com>, denmrcresfang@gmail.com, gssrecords2020@gmail.com, liliadeleonabel@gmail.com, mcgomez8@alum.up.edu.ph, migallonmarissa@gmail.com, DENR Mimaropa Region <mimaroparegion@denr.gov.ph>, "Ma. Lourdes Ferrer" <mlgferrer@denr.gov.ph>, ncr_ored@yahoo.com,

oardsmsncr@gmail.com, ordts@gmail.com, CAR PENRO Abra <penroabra@denr.gov.ph>, r10.hrdo@gmail.com, r10.recordsunit@gmail.com, DENR R11 <r11@denr.gov.ph>, DENR Region 3 ORED <r3@denr.gov.ph>, Records Unit <r7.recordsunit@gmail.com>, DENR Region 8 <r8@denr.gov.ph>, recordsdenr5@gmail.com, recordsectionmimaroparegion@gmail.com, red_reg5@yahoo.com, zen.casia63@gmail.com, "adm.denr2@yahoo.com" <adm.denr2@yahoo.com>, "adm.generalrecords@gmail.com" <adm.generalrecords@gmail.com>, "admdiv_r4b@yahoo.com.ph" <admdiv_r4b@yahoo.com.ph>, "admimar4b@gmail.com" <admimar4b@gmail.com>, "admin-r10@denr.gov.ph" <admin-r10@denr.gov.ph>, "admin-r11@denr.gov.ph" <admin-r11@denr.gov.ph>, "admin-r12@denr.gov.ph" <admin-r12@denr.gov.ph>, "admin-r13@denr.gov.ph" <admin-r13@denr.gov.ph>, "admin-r2@denr.gov.ph" <admin-r2@denr.gov.ph>, "admin-r4a@denr.gov.ph" <admin-r4a@denr.gov.ph>, "admin-r4b@denr.gov.ph" <admin-r4b@denr.gov.ph>, "admin-r5@denr.gov.ph" <admin-r5@denr.gov.ph>, "admin-r6@denr.gov.ph" <admin-r6@denr.gov.ph>, "admin-r7@denr.gov.ph" <admin-r7@denr.gov.ph>, "admin-r8@denr.gov.ph" <admin-r8@denr.gov.ph>, "admin-r9@denr.gov.ph" <admin-r9@denr.gov.ph>, "admrecords.denr13@yahoo.com" <admrecords.denr13@yahoo.com>, "adrecordsdenro1@gmail.com" <adrecordsdenro1@gmail.com>, "agnesgonzales@yahoo.com" <agnesgonzales@yahoo.com>, "artnsalazar@yahoo.com" <artnsalazar@yahoo.com>, "at_rocero@yahoo.com" <at_rocero@yahoo.com>, "benjepalmars@gmail.com" <benjepalmars@gmail.com>, "caraga@denr.gov.ph" <caraga@denr.gov.ph>, "cbp1230@yahoo.com" <cbp1230@yahoo.com>, "chulay47@yahoo.com" <chulay47@yahoo.com>, "Connie B. Gervacio" <CBGervacio@denr.gov.ph>, "dayrit.josephine@yahoo.com" <dayrit.josephine@yahoo.com>, DENR Admin 4a <admin-4a@denr.gov.ph>, DENR Admin Region 1 <admin-r1@denr.gov.ph>, DENR PENRO Abra <PENRO_Abra@denr.gov.ph>, DENR R10 Office of RD <ord@r10.denr.gov.ph>, DENR Region 1 <r1@denr.gov.ph>, DENR Region 2 <r2@denr.gov.ph>, "denr.mimaropa@gmail.com" <denr.mimaropa@gmail.com>, "denr02@yahoo.com" <denr02@yahoo.com>, "denr10@gmail.com" <denr10@gmail.com>, "denr1ored@yahoo.com" <denr1ored@yahoo.com>, "denr1rict@gmail.com" <denr1rict@gmail.com>, "denr4a.ord@gmail.com" <denr4a.ord@gmail.com>, "denr4blegal@gmail.com" <denr4blegal@gmail.com>, "denr5.lpdd@gmail.com" <denr5.lpdd@gmail.com>, "denr5.oardsms@yahoo.com" <denr5.oardsms@yahoo.com>, "denr9.pmd@yahoo.com" <denr9.pmd@yahoo.com>, "denr_baguio@yahoo.com" <denr_baguio@yahoo.com>, "denr_car_ro@yahoo.com" <denr_car_ro@yahoo.com>, "denr_pmd@yahoo.com" <denr_pmd@yahoo.com>, "denr_r9@yahoo.com" <denr_r9@yahoo.com>, "denrcar_rpao@yahoo.com" <denrcar_rpao@yahoo.com>, "denrcaraga@yahoo.com" <denrcaraga@yahoo.com>, "denrcaraga_personnel@yahoo.com" <denrcaraga_personnel@yahoo.com>, "denrecords@gmail.com" <denrecords@gmail.com>, "denrecordsxi@gmail.com" <denrecordsxi@gmail.com>, "denmcr_recordsunit@yahoo.com" <denmcr_recordsunit@yahoo.com>, "denrmd02@yahoo.com" <denrmd02@yahoo.com>, "Diosdado B. Cabag Jr." <DBCabagJr@denr.gov.ph>, "genrecordsro2@yahoo.com" <genrecordsro2@yahoo.com>, "George R. Reyes" <GRReyes@denr.gov.ph>, "gilaromin@gmail.com" <gilaromin@gmail.com>, "hrd.sanfernando@yahoo.com" <hrd.sanfernando@yahoo.com>, "hrddenmcr@yahoo.com" <hrddenmcr@yahoo.com>, "ibayelizabeth@yahoo.com" <ibayelizabeth@yahoo.com>, "Imelda M. Diaz" <IMDiaz@denr.gov.ph>, "julietuganiza@yahoo.com" <julietuganiza@yahoo.com>, "kitmoreno@gmail.com" <kitmoreno@gmail.com>, "kitmoreno@yahoo.com" <kitmoreno@yahoo.com>, "lamagos1204@yahoo.com" <lamagos1204@yahoo.com>, "marge.denr@gmail.com" <marge.denr@gmail.com>, "marikienencarnacion@gmail.com" <marikienencarnacion@gmail.com>, "marizaayayac@gmail.com" <marizaayayac@gmail.com>, "materesitabrava@yahoo.com" <materesitabrava@yahoo.com>, "mutya2k5@yahoo.com" <mutya2k5@yahoo.com>, "ncr@denr.gov.ph" <ncr@denr.gov.ph>, "Odette_53@yahoo.com" <Odette_53@yahoo.com>, "ored3@yahoo.com" <ored3@yahoo.com>, "ored4a@yahoo.com" <ored4a@yahoo.com>, "oredenrxi@yahoo.com.ph" <oredenrxi@yahoo.com.ph>, "pablito D. Arago Jr" <pDARagoJr@denr.gov.ph>, "pablito_arago@yahoo.com" <pablito_arago@yahoo.com>, "pablitoarago1990@gmail.com" <pablitoarago1990@gmail.com>, "personnel.section@yahoo.com" <personnel.section@yahoo.com>, "planningdenr11@yahoo.com.sg" <planningdenr11@yahoo.com.sg>, "pmd5denr@yahoo.com" <pmd5denr@yahoo.com>, "pmd_mima4b@yahoo.com" <pmd_mima4b@yahoo.com>, "r10.gssrecordunit@gmail.com" <r10.gssrecordunit@gmail.com>, "r10.ias.soagawin@gmail.com" <r10.ias.soagawin@gmail.com>, "r10@denr.gov.ph" <r10@denr.gov.ph>, "r12@denr.gov.ph" <r12@denr.gov.ph>, "r5@denr.gov.ph" <r5@denr.gov.ph>, "r6@denr.gov.ph" <r6@denr.gov.ph>, "r7@denr.gov.ph" <r7@denr.gov.ph>, "r9@denr.gov.ph" <r9@denr.gov.ph>, "records_denrcar@yahoo.com" <records_denrcar@yahoo.com>, "records_denrcar@yahoo.com.gov.ph" <records_denrcar@yahoo.com.gov.ph>, "records_denrcar@yahoo.com.ph" <records_denrcar@yahoo.com.ph>, "recordscar18@gmail.com" <recordscar18@gmail.com>, "recordsunit.denr.r6@gmail.com" <recordsunit.denr.r6@gmail.com>, "recordsunitdenr@gmail.com" <recordsunitdenr@gmail.com>, "recordsunitdenr3@yahoo.com" <recordsunitdenr3@yahoo.com>, "recordsxi@yahoo.com" <recordsxi@yahoo.com>, "red_r4b@yahoo.com.ph" <red_r4b@yahoo.com.ph>, "red_reg12@yahoo.com" <red_reg12@yahoo.com>, "red_reg4a@yahoo.com" <red_reg4a@yahoo.com>, "redrdenr7@yahoo.com" <redrdenr7@yahoo.com>, "rondamapong@yahoo.com" <rondamapong@yahoo.com>, "rosariogulmatico@yahoo.com" <rosariogulmatico@yahoo.com>, "rpao.denr9@gmail.com" <rpao.denr9@gmail.com>, "rpao4a@denr.gov.ph" <rpao4a@denr.gov.ph>, "rpao_1@yahoo.com" <rpao_1@yahoo.com>, "rpao_reg4a@yahoo.com" <rpao_reg4a@yahoo.com>, "rpao_reg8@yahoo.com" <rpao_reg8@yahoo.com>, "scuisumpo@yahoo.com" <scuisumpo@yahoo.com>, "srsmtolentino@yahoo.com.ph" <srsmtolentino@yahoo.com.ph>, "yamylil26@yahoo.com" <yamylil26@yahoo.com>, "yellowismyfavcolor@yahoo.com" <yellowismyfavcolor@yahoo.com>, "zeny_millar@yahoo.com" <zeny_millar@yahoo.com>, Amelita Ortiz <adjortiz@denr.gov.ph>, admin-erdb@denr.gov.ph, admin-fmb@denr.gov.ph, admin-lmb@denr.gov.ph, admin-mgb@denr.gov.ph, admin-pawb@denr.gov.ph, bienvenida@yahoo.com, bmb@bmb.gov.ph, bong_abs@yahoo.com, cawed@bmb.gov.ph, central@mgb.gov.ph, cmd@bmb.gov.ph, coastalandmarine@gmail.com, conradmiranda@yahoo.com, danbernabe.bmb@gmail.com, denradminfmb@denr.gov.ph, Land Management Bureau <denrlmb@yahoo.com>, director@pawb.gov.ph, ec_antenor@yahoo.com, emb@denr.gov.ph, emb@emb.gov.ph, Ecosystems Research and Development Bureau <erdb@denr.gov.ph>, erdbco@yahoo.com, erdbdir@denr.gov.ph, erdbdir@laguna.net, erdbrecords@gmail.com, fmb-director@mozcom.com, DENR FMB Official <fmb@denr.gov.ph>, Forest Policy FMB <fmbpolicysection@gmail.com>, fmpcentralpmo@yahoo.com, forestryrecords@gmail.com, frcd.wem@gmail.com, Henry Adomado <haadomado@denr.gov.ph>, hadomado@gmail.com, inquiries@lmb.gov.ph, inrempnpco@yahoo.com.ph, jovanerdb@yahoo.com, Land Management Bureau

<lmb@denr.gov.ph>, lmb_rkmd@yahoo.com, lppdpolicy@gmail.com, marloualutaya@gmail.com, marloualutaya@yahoo.com.ph, mgb.denr@gmail.com, "minscorecords.adm manila" <minscorecords@yahoo.com>, nmbutic@yahoo.com, npd@bmb.gov.ph, nremnpco@yahoo.com, planning@mgb.gov.ph, planning@pawb.gov.ph, records@bmb.gov.ph, RECORDS@fmb.denr.gov.ph, records@mgb.gov.ph, recordsco@emb.gov.ph, vins091@gmail.com, wrd@bmb.gov.ph, "admin-emb@denr.gov.ph" <admin-emb@denr.gov.ph>, "chari888@yahoo.com" <chari888@yahoo.com>, "denrbmbrecords@gmail.com" <denrbmbrecords@gmail.com>, "dorica_naz@yahoo.com" <dorica_naz@yahoo.com>, "embcentral@yahoo.com" <embcentral@yahoo.com>, "embgovph/Rosario_cruz@emb.gov.ph" <embgovph/Rosario_cruz@emb.gov.ph>, "fleetzip@yahoo.com" <fleetzip@yahoo.com>, "nelly_barizo@emb.gov.ph" <nelly_barizo@emb.gov.ph>, "recordssection@hotmail.com" <recordssection@hotmail.com>, admin-nrdc@denr.gov.ph, foi.ro@llda.gov.ph, info@pea.gov.ph, info@pra.gov.ph, nrdc.op@gmail.com, oed@pcsd.gov.ph, president_nrdc@yahoo.com, records.nrdc@gmail.com, records@llda.gov.ph, records@namria.gov.ph, "admin-namria@denr.gov.ph" <admin-namria@denr.gov.ph>, "admin-nwr@denr.gov.ph" <admin-nwr@denr.gov.ph>, "admin_llda@denr.gov.ph" <admin-llda@denr.gov.ph>, "admtr_namria@yahoo.com" <admtr_namria@yahoo.com>, "belen.tormon@nwr.gov.ph" <belen.tormon@nwr.gov.ph>, "Caesar.soliven@nwr.gov.ph" <Caesar.soliven@nwr.gov.ph>, "ceasar.soliven@yahoo.com" <ceasar.soliven@yahoo.com>, "corporatesecretary@llda.gov.ph" <corporatesecretary@llda.gov.ph>, DENR Laguna Lake Dev Authority <llda@denr.gov.ph>, "efleri@yahoo.com" <efleri@yahoo.com>, "info@pmdc.com.ph" <info@pmdc.com.ph>, "jedionela@pmdc.gov.ph" <jedionela@pmdc.gov.ph>, "masibylgebellen@gmail.com" <masibylgebellen@gmail.com>, "namria@denr.gov.ph" <namria@denr.gov.ph>, "nwr@denr.gov.ph" <nwr@denr.gov.ph>, "nwrphil@gmail.com" <nwrphil@gmail.com>, "oed@pcsd.ph" <oed@pcsd.ph>, "ogm@llda.gov.ph" <ogm@llda.gov.ph>, "personnel@nwr.gov.ph" <personnel@nwr.gov.ph>, "webmaster@pcsd.ph" <webmaster@pcsd.ph>, "zaleano@namria.gov.ph" <zaleano@namria.gov.ph>, "Zenaida A. Leano" <ZALeano@denr.gov.ph>
Cc: denripc@gmail.com, ditucalanvea@gmail.com, jocylob@yahoo.com, lab.prietos@gmail.com, ohea.denr@gmail.com, Office of the Secretary <osec@denr.gov.ph>, QMS Secretariat <qmssecretariat@denr.gov.ph>, "Antonio S. Bautista Jr." <ASBautistaJr@denr.gov.ph>, "bsdenrco@gmail.com" <bsdenrco@gmail.com>, DENR Head Executive Assistant <hea@denr.gov.ph>, DENR IAS Operations Audit Division <ias_oa@denr.gov.ph>, DENR Management Division <mgt@denr.gov.ph>, DENR PPS Policy Studies Division <policy@denr.gov.ph>, "denr.hrdis@gmail.com" <denr.hrdis@gmail.com>, "denrrecruitment@gmail.com" <denrrecruitment@gmail.com>, "Fely B. San Pablo" <FBSANPABLO@denr.gov.ph>, HONEY CELL PACIO <hnpacio@denr.gov.ph>, HRDS TDD <HRDS-TDD@denr.gov.ph>, "personnel@denr.com.ph" <personnel@denr.com.ph>, "psd@denr.gov.ph" <psd@denr.gov.ph>

Sir/Madam:

Attached is the above mentioned issuance in PDF format (Acrobat Reader 7.0 further optimized to version 4.0 and later version).

To download, click the attachment below.

For your information and record.

Very truly yours,

JANE G. BAUTISTA, CPA, DPA

Chief, Records Management Division (RMD)

Email Add: rmdd@denr.gov.ph

VOIP: 1150/ 1149

Telefax: (02) 89268079 (look for Maribel Garcia)



MEMO-2021-780.pdf

47K