



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

January 18, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The Chief, Regional Planning and Management Division
The Chief, Regional ICT Section

FROM : The OIC – PENR Officer

SUBJECT : **DENR TRANSPARENCY SEAL (TS) MONITORING
SHEET FOR FY 2021 OF DENR-PENRO MARINDUQUE**

Submitted is the DENR Transparency Seal (TS) Monitoring Sheet for FY 2021 of DENR-PENRO Marinduque.

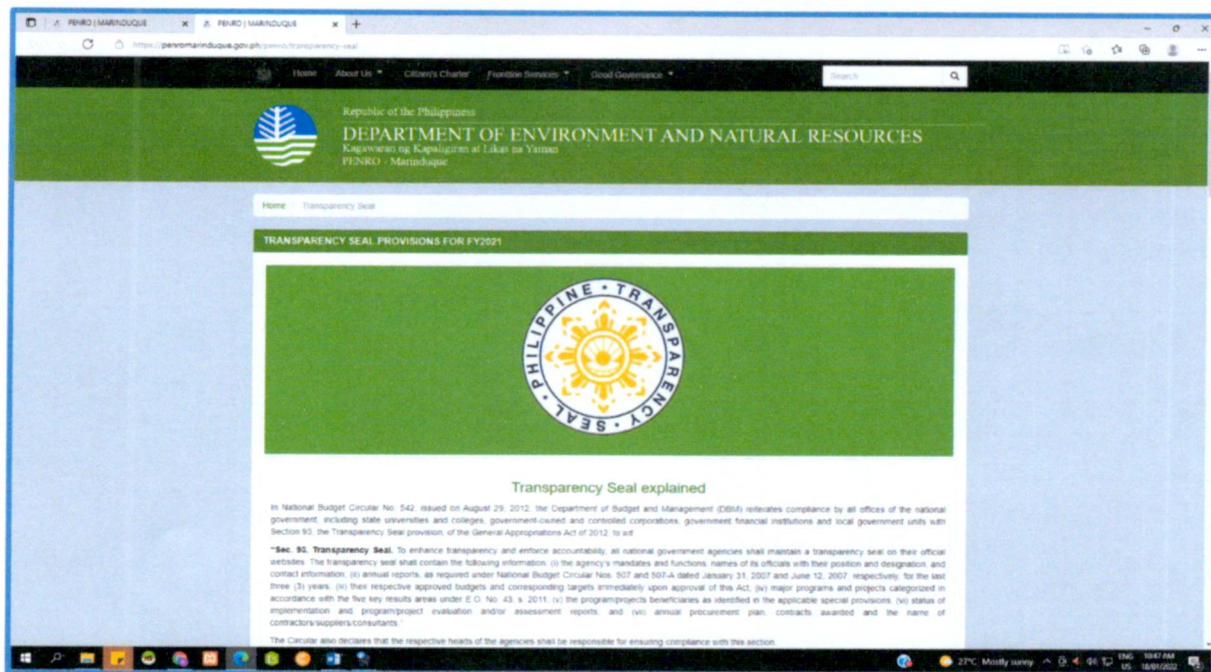
For information and record.


IMELDA M. DIAZ



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

SCREENSHOTS OF DENR-PENRO MARINDUQUE WEBSITE CONTAINING A VISIBLE AND FUNCTIONAL TRANSPARENCY SEAL



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FY 2021 DENR TRANSPARENCY SEAL (TS) MONITORING SHEET

Office : DENR PENRO Marinduque

ITEM NO.	TS REQUIREMENT	FY 2021				DATE UPLOADED
		Q1	Q2	Q3	Q4	
I.	AGENCY'S MANDATE, VISION, MISSION AND LIST OF OFFICIALS					
a.	DENR mandate, vision and mission					▪ Complied
b.	List of DENR officials and their contact information (Updated per S.O. issued)					▪ Updated as of May 01, 2020
II.	ANNUAL FINANCIAL REPORTS					
A.	FAR No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAOBDB)					
a.1	FAR No. 1	Q1 Report (on or before April 10, 2021)				▪ Date uploaded to PENRO website: April 05, 2021
a.2	FAR No. 1		Q2 Report (on or before July 10, 2021)			▪ Date uploaded to PENRO website: July 02, 2021
a.3	FAR No. 1			Q3 Report (on or before October 10, 2021)		▪ Date uploaded to PENRO website: October 06, 2021
a.4	FAR No. 1				Q4 Report (on or before January 10, 2022)	▪ Date uploaded to PENRO website: January 07, 2022

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B.	FAR No. 4: Summary Report on Disbursements					
b.1	FAR No. 4	January report (on or before Feb 03, 2021) February report (on or before March 03, 2021) March report (on or before April 03, 2021)				Date uploaded to PENRO website: Quarter 1 <ul style="list-style-type: none"> January – 01/27/2021 February – 02/23/2021 March – 03/30/2021
b.2	FAR No. 4		April report (on or before May 03, 2021) May report (on or before June 03, 2021) June report (on or before July 03, 2021)			Date uploaded to PENRO website: Quarter 2 <ul style="list-style-type: none"> April – 04/28/2021 May – 06/01/2021 June – 07/01/2021
b.3	FAR No. 4			July report (on or before Aug 03, 2021) August report (on or before Sept 03, 2021) September report (on or before Oct 03, 2021)		Date uploaded to PENRO website: Quarter 3 <ul style="list-style-type: none"> July – 07/27/2021 August – 08/25/2021 September – 10/01/2021
b.4	FAR No. 4				October report (on or before Nov 03, 2021) November report (on or before Dec 03, 2021) December report (on or before Jan 03, 2022)	Date uploaded to PENRO website: <ul style="list-style-type: none"> October – 10/29/2021 November – 12/01/2021 December – 01/04/2022

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C.	BAR No. 1: Quarterly Report of Operations (Deadline: Submission to Regional Office is on or before 30 th day of each quarter)					
c.1	BAR No. 1	Q1 Report (on or before March 31, 2021)				▪ Date uploaded to PENRO website: March 30, 2021
c.2	BAR No. 1		Q2 Report (on or before June 30, 2021)			▪ Date uploaded to PENRO website: June 30, 2021
c.3	BAR No. 1			Q3 Report (on or before September 30, 2021)		▪ Date uploaded to PENRO website: September 29, 2021
c.4	BAR No. 1				Q4 Report (on or before December 30, 2021)	▪ Date uploaded to PENRO website: December 31, 2021
D.	Physical Plan FY2021 (BED No. 2)	Upon approved copy is provided by Regional Office				▪ Date uploaded to PENRO website: March 19, 2021
E.	FAR No. 5: Quarterly Report on Revenue and Other Receipts (Quarterly)					
e.1	FAR No. 5	Q1 Report (on or before April 05, 2021)				▪ Date uploaded to PENRO website: April 05, 2021
e.2	FAR No. 5		Q2 Report (on or before July 05, 2021)			▪ Date uploaded to PENRO website: July 01, 2021
e.3	FAR No. 5			Q3 Report (on or before October 05, 2021)		▪ Date uploaded to PENRO website: October 01, 2021
e.4	FAR No. 5				Q4 Report (on or before January 05, 2022)	▪ Date uploaded to PENRO website: January 03, 2022
F.	BED No. 1: Financial Plan (Annual)	Upon approved copy is provided by Regional Office				▪ Complied

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III.	DBM APPROVED BUDGET AND TARGETS					
a.	Budget FY2022	Upon availability from DBM website				<ul style="list-style-type: none"> ▪ Date of availability at the DBM website: January 04, 2022 ▪ Date uploaded to PENRO website: January 04, 2022
b.	Targets/MFOs/GAA Targets FY2022	Upon availability from DBM website				<ul style="list-style-type: none"> ▪ Date of availability at the DBM website: January 04, 2022 ▪ Date uploaded to PENRO website: January 04, 2022
IV.	PROJECTS, PROGRAMS AND ACTIVITIES, BENEFICIARIES, AND STATUS OF IMPLEMENTATION (FY2021)					
a.	Enhanced National Greening Program					<ul style="list-style-type: none"> ▪ Complied
b.	Land Disposition					<ul style="list-style-type: none"> ▪ Complied
c.	Payapa at Masaganang Pamayanan (PAMANA)					<ul style="list-style-type: none"> ▪ Not applicable
V.	ANNUAL PROCUREMENT PLAN (APP)					
a.	FY2021 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015	On or before January 31, 2021				<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: January 27, 2021
b.	Indicative Annual Procurement Plan for FY2022 (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015			On or before September 30, 2021		<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: August 26, 2021
c.	FY 2022 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) as prescribed by DBM memo circular			On or before August 31, 2021		<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: August 25, 2021

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VI.	QMS CERTIFICATION BY ANY INTERNATIONAL ORGANIZATION APPROVED BY THE INTER-AGENCY TASK FORCE OR ISO 9001:2015 ALIGNED QMS DOCUMENTS					
a.	DENR Quality Policy					<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
b.	Quality Management Manual					<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
c.	Quality Management Manual Annexes					<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website as per TS Advisory No. 6 dated January 16, 2017: January 16, 2017
d.	QMS ISO Registration Certificates (to be posted not later than December 31, 2021)				Not later than December 31, 2021	<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: November 02, 2021
VII.	SYSTEM OF RANKING DELIVERY UNITS					
a.	Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY2021 (DENR Memorandum Circular No. 2021-11)				Not later than October 01, 2021	<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: September 30, 2021
VIII.	THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS AND FINANCIAL DISCLOSURES					
a.	DENR Review and Compliance Procedure for SALN				To be posted not later than October 01, 2021	<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website: January 11, 2021
IX.	FREEDOM OF INFORMATION MANUAL					
a.	DENR Freedom of Information Manual (DAO-2016-29)					<ul style="list-style-type: none"> ▪ Date uploaded to PENRO website as per TS Advisory No. 2 dated August 8, 2017: August 08, 2017
b.	DENR Information Inventory				To be posted by January 29, 2022	<ul style="list-style-type: none"> ▪ Complied

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c.	FY 2021 DENR FOI Summary Report				To be posted by January 29, 2022	▪ Date uploaded to PENRO website: January 17, 2022
d.	FY 2021 DENR FOI Registry				To be posted by January 29, 2022	▪ Date uploaded to PENRO website: January 17, 2022
e.	Screenshot of DENR Website containing a visible and functional FOI logo linked to e-FOI portal (www.foi.gov.ph)				To be submitted through email: foipco@gmail.com on or before January 29, 2022	▪ Date uploaded to PENRO website: January 18, 2022
f.	Modified One-Page FOI Manual (c/o FOI Focal)					▪ Date uploaded to PENRO website: November 11, 2020
g.	DENR FOI Certificate of Compliance (upon issuance of PCOO)					▪ Complied

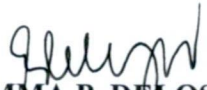
Monitored by:


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Information Systems Analyst II

Reviewed by:


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Planning Officer II
In-Charge, Planning Section

Noted by:


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Planning Officer III
In-Charge, Management Services Division