



MEMORANDUM

FOR/TO : The Bureau Directors (FMB, BMB, LMB, ERDB, EMB, and MGB)
The Regional Executive Directors (Regions I-XIII, NCR, and CAR)
The Regional Directors, Mines and Geosciences Bureau (Regions I-XIII, and CAR)
The Regional Directors, Environmental Management Bureau (Regions I-XIII, NCR, and CAR)
The Administrator, National Mapping Resource Information Authority
The General Manager, Laguna Lake Development Authority
The Executive Director, Natural Water Resources Board
The President, Natural Resources Development Corporation
The Chairman, President & CEO, Philippine Mining Development Corporation

FROM : The Assistant Secretary for Enforcement and Focal Person, Anti-Corruption Coordinating Task Force in concurrent capacity

SUBJECT : **DAILY INCIDENT REPORT (DIR) NEW TEMPLATE FOR COMMENT**

DATE : JAN 27 2022

Pursuant to the 24-hour requirement of DENR to the Presidential Anti-Corruption Commission (PACC), the DENR Committee on Anti-Corruption (CAC) have proposed a revised version of the Daily Incident Report (DIR) Templates that is in accordance with the agency's distinct anti-corruption procedures and requirements. The templates were drafted by the Legal Affairs Service and has been derived from the Pro Forma Report presented from the previous meetings.

In response, Atty. Fortunato G. Guerrero said that the matter has been raised and discussed with the Commission in detail mentioning the following comments:

1. "Considering that corruption-related incidents may not happen every 24 hours, agencies are not expected to report on a daily or 24-hour basis. The Corruption Incident Report template published by the PACC-IRMO may still be utilized to suit the agency ACC's purposes. However, the DENR-CAC may adopt modifications to the template as it

deems appropriate and in accordance with its distinct anti-corruption procedures and requirements.”

2. “The PACC-IRMO will coordinate inquiries with DENR-CAC in ensuring the completeness and correctness of its submitted reports.”

Based on the foregoing, it appears that we can use the revised templates prepared by the Legal Affairs Service. All offices are therefore directed to use the said templates upon receipt hereof, subject to further comments and actions of the PACC. The first template for the Daily Incident Report (DIR-1) is intended only for the 24-hour Incident Report submission requirement of the PACC, while the second template (Preliminary Report) is a newly drafted format, DIR Template (DIR-2), that covers action taken relative to the Incident Report submitted.

For strict compliance.



Atty. **DANIEL DARIUS M. NICER**, *CESO II*
Assistant Secretary for Enforcement and Focal Person, Anti-
Corruption Coordinating Task Force in concurrent capacity

(DIR - 1)

The Chairperson

Presidential Anti-Corruption Commission

G/F Floor, Palacio del Gobernador Condominium Corporation

Gen. Luna St., cor. A. Soriano St., Intramuros Manila, Philippines

Subject: Incident Report

Sir:

Greetings!

Pursuant to the Memorandum of Agreement between your Office and this Department on the creation of an Anti-Corruption Coordinating Council, the DENR Anti-Corruption Committee submits its report on an administrative complaint/case before the Department.

Reference No.:

Date submitted:

Date complaint received:

I. Person/s complained of

Name: _____

Designation:

Plantilla position:

Office:

Salary grade:

II. Allegations (see attached complaint)

III. Initiation of complaint

___ *motu proprio* by disciplining authority or authorized representative (Office initiated)

Date of issuance of show-cause order: _____

Office that issued show-cause order: _____

___ by other person

Name of complainant: _____

Date complaint filed: _____

VI. Actions Taken:

	ACTION	DATE
	referred to appropriate Office per DMC 2010-18 - Office referred to:	

VII. Recommendation:

For information.

Very truly yours,

Head, DENR Action Center
Department of Environment and Natural Resources

(DIR - 2)

The Chairperson

Presidential Anti-Corruption Commission
G/F Floor, Palacio del Gobernador Condominium Corporation
Gen. Luna St., cor. A. Soriano St., Intramuros Manila, Philippines

Subject: Preliminary Report

Sir:

Greetings!

Pursuant to the Memorandum of Agreement between your Office and this Department on the creation of an Anti-Corruption Coordinating Council, the DENR Anti-Corruption Committee submits its report on an administrative complaint/case before the Department.

Reference No.:

Agency:

Office:

Reported by:

Date submitted:

Date complaint received:

I. Person/s complained of

Name: _____

Designation: - at the time of the alleged acts/ omissions: _____
 - current: _____

Plantilla position: - at the time of the alleged acts/ omissions: _____
 - current: _____

Office: - at the time of the alleged acts/ omissions: _____
 - current: _____

Salary grade: - at the time of the alleged acts/ omissions: _____
 - current: _____

II. Allegations

A. Acts/ omissions (narration)

B. Administrative offense

III. Initiation of complaint

___ Office-initiated (*motu proprio* by disciplining authority or authorized representative)

Date of issuance of show-cause order: _____

Office that issued show-cause order: _____

___ by other person

Name of complainant: _____

Date complaint filed: _____

Office and position of complainant (if DENR employee): _____

IV. Evaluation of compliance with requisites of a valid complaint (if not Office initiated)

(check if present)	REQUISITES
	Complainant's full name
	Complainant's address
	Full name of person complained of
	Address of person complained of
	Position of person complained of
	Office of person complained of
	narration of relevant and material facts which shows the alleged acts or omissions
	certified true copies of documentary evidence and affidavits of his/her witnesses
	certification of non-forum shopping
	if anonymous, act complained of is of public knowledge
	if anonymous, allegations can be verified or supported by documentary evidence

V. Evaluation of allegations and evidence

A. First allegation

- a. Evidence presented by complainant
- b. Findings by investigator
- c. Evidence gathered by investigator
- d. Applicable law, rules, and regulations

B. Second allegation

- a. Evidence presented by complainant
- b. Findings by investigator
- c. Evidence gathered by investigator
- d. Applicable law, rules, and regulations

VI. Actions Taken:

(check)	ACTION	DATE
	referred to appropriate Office per DMC 2010-18	
	evaluated compliance with requisites of a valid complaint	
	dismissed the complaint for non-compliance with requisites of a valid complaint	
	conducted fact-finding investigation	
	<i>Preliminary investigation</i>	
	issued a show-cause memorandum, or required submission of counter-affidavit or comment	
	received Comment/Counter-Affidavit	
	evaluated records ex parte	
	held clarificatory meeting with parties	
	submitted investigation report	
	dismissed the complaint for lack of prima facie evidence	

	<i>Formal investigation</i>	
	issued formal charge/ notice of charge	
	received Answer	
	issued preventive suspension	
	created Hearing Committee Members: _____ Prosecutor: _____	
	held Pre-Hearing Conference	
	submitted position papers	by person complained of: by prosecution:
	held hearing(s)	
	submitted formal investigation report, and draft decision	
	issued Decision	
	received Motion for Reconsideration	
	resolved Motion for Reconsideration	

VII. Recommendation:

Very truly yours,

Assistant Secretary for Enforcement,
Chair of the DENR Committee on Anti-Corruption
Department of Environment and Natural Resources