#### Republic of the Philippines

### Department of Environment and Natural Resources

### MIMAROPA Region

### COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Quezon, Palawan

		1111	NERARY OF	IRAVEL			
Date	Place to be visited TIME		Means of	Fare	Per	TOTAL	
11.00.000	(Destination)	Departure	Arrival	Transportation		Diems	
July 30, 2022	Official Station to Terminal	5:00 AM	8:00 AM	Shuttle	300.00		300.0
	To Puerto Princesa City Airport			Tricycle	100.00		100.0
	To Manila Airport	10:30 AM		Plane (v.v)	3,896.00	2,200.00	6,096.0
Jul. 31	To Central Office Quezon City			Taxi	300.00		300.0
	To Leisure Coast Resort Bonuan, Dagupan			Bus			
Aug. 1-5, 2022	Still in Leisure Coast Resort Atte	nd Seminar/workshop (Incidental Expenses)			ses)	2,200.00	2,200.0
Aug. 6, 2022	Dagupan to Quezon City			Bus		2,200.00	2,200.0
Aug. 7, 2022	To Manila Airport			Taxi	300.00	2,200.00	300.0
	To Puerto Prin. City Airport	3:00 PM		Plane	3,403.00		3,403.0
	To Puerto Prin. City Terminal			Trcycle	100.00		100.0
	Back to Official Station		9:00 PM	Shuttle	300.00	1,100.00	1,400.0
						1,100.00	1,400.0

I Certify:

(1) I have reviewed the foregoing itinerary

(2) the travel is necessary to the service

(3) the period covered is reasonable

Prepared by: (Official employee)

ENGR. ROSITA F. CASTULO
Development Mgt. Officer IV

Approved by : (Head of Agency)

FELIZARDO B. CAYATOC **PENRO** 



## Republic of the Philippines Department of Environment and Natural Resources MIMAROPA Region

RECEIVED

SERIAL NO. 2022-147

DATE: 86-14-25 19-21

SIGNATURE: SI

**MEMORANDUM** 

**FOR** 

ATTY. MICHELLE ANGELICA D. GO, LL.M., CE

Assistant Secretary For Legal Affairs and Chairperson, ADR Committee

**ATTENTION** 

:

THE ADR SECRETARIAT

**FROM** 

.

THE REGIONAL EXECUTIVE DIRECTOR

**SUBJECT** 

SUBMISSION OF

NOMINEES AS P

PROSPECTIVE

ALTERNATIVE DISPUTE RESOLUTION OFFICERS (ADROS) FOR THE UPCOMING ADR TRAININGS

DATE

:

MARCH 30, 2022

In compliance with your memorandum regarding the above-cited subject, we are submitting the Personal Information Sheet (PIS) of the following personnel as prospective ADROs:

ENGR. ROSITA F. CASTULO	CENRO Quezon, Palawan		
EDELYN A. EVANGELISTA	CENRO Brooke's Point, Palawan		
PAUL T. TOLEDO	CENRO Brooke's Point, Palawan		

For information and record.

LORMELYN E. CLAUDIO, CESO 1

CC:

**PENRO** Palawan

CENRO Quezon, Palawan

CENRO Brooke's Point, Palawan



CERTIFIED TRUE/PHOTO COPY

- Swy 4. 6. 20 22

ARLENE M. BADILL

MARLENE M. BADILLA Admin. Asst. III/ Records Officer-Designate Legal Division, DENR MIMAROPA Region



### Republic of the Philippines DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Visayas Avenue, Diliman, Quezon City Tel. No. 929-66-26 to 29; 929-6633 to 35 929-7041 to 43; 929-6252; 929-1669

Website: http://www.denr.gov.ph e-mail: web@denrgov.ph



### **ADVISORY**

# PRACTICUM/INTERNSHIP TRAINING ON ALTERNATIVE DISPUTE RESOLUTION (ADR) FOR BATCH 13 OF PROSPECTIVE ADR OFFICERS (ADROs)

July 31 to August 6, 2022

JENR-CENR	J CAGA No. Electric	ELUM.	TAL.	ATVA
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SERIAL NO.	1020	- 186e	4	
DATE:	7-1	-22	3.40	articologica e social po
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### 1. Venue and Accommodation

Leisure Coast Resort Bonuan, Dagupan

PRE-TRAINING	July 31,	1:00-3:00pm	All participants
BRIEFING	2022		
CHECK IN	July 31, 2022	3:00pm	All participants
CHECK OUT	August 6, 2022	12:00nn	All participants

Personal expenses shall be borne by participants.

### 2. Transportation

Transportation will be provided as follows:

Bus from the Central Office will be leaving at **09:00am on July 31, 2022,** to convey participants to the training venue.

### 3. Training Attire

Smart casual is recommended. Slippers, shorts and sandos are prohibited during the training proper.

### 4. Training Schedule

Please refer to the attached Indicative Course Outline. The general schedule of activities for August 1-5, 2022 would be from 8:00am - 5:00pm, subject to change and/or extensions, as the training requires.

- 5. All participants are required to answer/accomplish the pre-test upon registration at the venue.
- We recommend participants who plan to fly home to book flights on August 7, 2022, because the distance from the venue to the airport would take 5 hours or more.
- 7. DENR Hostel is accepting transients on first come first served basis and its payment shall be shouldered by the respective participants. If you wish to avail of accommodations in the DENR Hostel before or after the training proper, please contact 8926-2628 loc. 211.
- 8. For the pre-training briefing, the participants shall be introduced to the ADR Monitoring and Results System (ADR-MRS). Consequently they are required to bring the following:
  - 1. Laptop computer or tablet (preferably with keyboard accessories)
  - 2. Photocopy and prepared scanned copy of ADR data of cases subjected to or being subjected to ADR process within the ADROs respective offices

Please see the link below for the softcopy of the User Manual for your reference. The hardcopy of the manual will be distributed during the pre-training briefing day.

# https://drive.google.com/file/d/1m15uVG52gVy-GNhVTjoKVIIQVPBYg7RT/view?usp=sharing

Consequently, we are requesting the prospective ADROs to register in the System, by creating their own user account, following the recommended steps stated in the User Manual. The ADROs may ask the technical assistance of the RICTU Focal Persons assigned in their respective regional and field offices, especially during the account registration process. The user account registration made in advance aims to mitigate any untoward technical glitches during the actual activity in Dagupan City.

9. For more information, please contact ADR Committee Secretariat

denradrcom@gmail.com or 0961405988/09269540099.

Atty. Paulo Enrico M. Dones Head, ADR Committee Secretariat