



June 30, 2022

MEMORANDUM

FOR : The Regional Executive Director

ATTENTION : The Regional Internal Audit Service Focal

FROM : The OIC – PENR Officer

SUBJECT : **COMPLIANCE WITH DENR MEMORANDUM CIRCULAR NO. 2015-04 RE: SERVICE EXCELLENCE THROUGH CONTINUOUS SYSTEMS INNOVATION MONITORING AND EVALUATION (SECSIME) FOR 2022**

In compliance with the Memorandum No. 2022-424 dated 24 June 2022, issued by Assistant Secretary for Enforcement, Solid Waste Management and Local Government Units Concern Atty Daniel Darius M. Nicer, CESO II, submitted are the SECSIME Process Flows of the DENR-PENRO Marinduque in editable MS Word files using the newly prescribed format 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 Private Tree Plantation Registration (PTPR)
- RO-F-03a. Issuance of Certificate of Verification (COV) for the Transport of Planted Trees Within Private Land, Non-timber Forest Products Except Rattan and Bamboo
- RO-F-04. Application For Chainsaw Registration
- RO-F-05. Issuance of Tree Cutting and/or Earth Barring Permit for Trees Affected by Projects of National Government Agencies (DPWH, DOTR, DepEd, DA, DOH, CHED, DOE, and NIA)
- RO-F-06. Issuance of Tree Cutting Permit for Planted Trees and Naturally Growing Trees Found Within Public Places (Plaza, Public Parks, School Premises or Political Subdivisions) for Purposes of Public Safety
- RO-F-07. Issuance of Private Land Timber Permit (PLTP) For Non-Premium Species, Or Special PLTP (SPLTP) for Premium/ Naturally-Grown Trees Within Private/ Titled Lands



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