



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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MEMORANDUM

TO : ALL REGIONAL EXECUTIVE DIRECTORS

FROM : THE ASSISTANT SECRETARY
Legal Affairs and Chairperson, ADR Committee

**SUBJECT : SUBMISSION OF NOMINEES AS PROSPECTIVE
ALTERNATIVE DISPUTE RESOLUTION OFFICERS
(ADROs) FOR THE UPCOMING ADR TRAININGS**

As part of the continuing efforts to institutionalize ADR in the Department, the ADR Committee, as the overall in-charge in the implementation of ADR, will train additional field personnel in order to ensure that neutral third parties providing ADR services in the Department are equipped with proper knowledge and skill in settling disputes.

For CY 2022, the ADR Committee plans to train two batches of prospective ADROs with Basic Skills Training and Practicum/Internship modules within the third quarter. These new batches of trainees will augment the number of ADROs already accredited by the ADR Committee who will be the primary personnel that will provide ADR Services in the Department. The presence of ADROs at every CENR/PENR Office will contribute immensely in the declogging of pending claims and conflicts cases in said office and will likewise help in the disposition and titling of the public lands.

The training will consist of 40-hour Basic ADR Training and another 40-hour Practical Internship Training, including actual handling of DENR ADR cases. The participants will be evaluated and assessed based on their participation and performance during the training which serves as a requirement for accreditation, pursuant to the directive of the Office for Alternative Dispute Resolution of the Department of Justice.

In view of this, kindly submit one nominee for the upcoming ADR training on or before 30 March 2022 from the following offices who have no ADR Officers yet at the moment. Below is the list indicating the same:

REGION	OFFICE
CAR	PENR Office Ifugao
	CENR Office Lagangilang, Abra

	CENR Office Conner, Apayao
	CENR Office Pinukpuk , Kalinga
	CENR Office Tabuk, Kalinga
1	CENR Office Bangui, Ilocos Norte
	CENR Office Urdaneta, Pangasinan
2	Regional Office
	CENR Office Alcala, Cagayan
	CENR Office Sanchez Mira, Cagayan
	CENR Office Cabagan, Isabela
	CENR Office Cauayan, Isabela
3	PENR Office Bataan
	PENR Office Pampanga
	CENR Office Masinloc, Zambales
4A	PENR Office Batangas
4B	CENR Office Brooke's Point, Palawan
	CENR Office Quezon, Palawan
5	PENR Office Camarines Sur
	CENR Office Guinobatan, Albay

	CENR Office Mobo, Masbate
6	PENR Office Antique
	CENR Office Boracay, Aklan
	CENR Office Mambusao, Capiz
	CENR Office Barotac Nuevo, Iloilo
	CENR Office Iloilo City, Iloilo
7	PENR Office Cebu
	CENR Office Ayungon, Negros Oriental
8	PENR Office Leyte
	PENR Office Southern Leyte
	CENR Office Borongan, Eastern Samar
	CENR Office Pambujan, Northern Samar
	CENR Office Maasin City, Northern Samar
9	PENR Office Zamboanga-Sibugay
	CENR Office Dapitan City, Zamboanga del Norte
	CENR Office Siocon, Zamboanga del Norte
	CENR Office Guipos, Zamboanga del Sur
11	CENR Office Panabo, Davao del Norte
	CENR Office Mati, Davao Oriental

	CENR Office Manay, Davao Oriental
	CENR Office Monkayo, Davao de Oro
12	PENR Office Kidapawan, North Cotabato
	PENR Office Sarangani
	PENR Office Sultan Kudarat
	CENR Office Tacurong City, Sultan Kudarat
13	Regional Office
	PENR Office Agusan del Norte
	CENR Office Bayugan, Agusan del Sur
	CENR Office Bunawan, Agusan del Sur
	CENR Office Loreto, Agusan del Sur
	CENR Office Talacogon, Agusan del Sur
	CENR Office Surigao City, Surigao del Norte
	CENR Office Cantilan, Surigao del Sur
	CENR Office Lianga, Surigao del Sur

The nominees should have the following qualifications pursuant to Chapter 3, Section 8 of DENR Administrative Order (DAO) 2016-30¹:

- a. A holder of a Bachelor's Degree;
- b. A regular employee of the DENR;

¹ Guidelines in the Conduct of Alternative Dispute Resolution (ADR) in Land Management and Disposition

- c. Proficient in oral and written communication in English, Filipino or Local Dialect; and
- d. Must not have been convicted of any administrative or criminal offense.

Should you have questions or clarifications, you may contact us through Renee Medina or Bianca Boquiren at cellphone numbers 09614059888 / 09269540099 respectively or at email address denradrcom@gmail.com.

For your compliance.


ATTY. MICHELLE ANGELICA D. GO
10/9/08

CC:

Atty. Juan Miguel T. Cuna, CESO I
Undersecretary for Field Operations and Environment

Atty. Ernesto D. Adobo, Jr., CESO I
Undersecretary for Legal, Administration, Human Resources and Legislative Affairs

PERSONAL INFORMATION SHEET

1. NAME _____ NICKNAME: _____
2. PLACE OF BIRTH _____ DATE OF BIRTH: _____
3. SEX _____ CIVIL STATUS _____ AGE _____
4. HOME ADDRESS _____
5. OFFICE / DIVISION / SECTION _____
6. POSITION _____ DESIGNATION _____
7. STATUS OF EMPLOYMENT _____ YEARS IN DENR _____
8. HIGHEST EDUCATIONAL ATTAINMENT _____
9. SEMINARS AND TRAININGS ON ALTERNATIVE DISPUTE RESOLUTION

<u>NAME OF SEMINAR/TRAINING</u>	<u>DATES</u>	<u>CONDUCTED BY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. EXPERIENCE IN ALTERNATIVE DISPUTE RESOLUTION

I attest to the correctness of the information above. I understand that any false or incorrect information shall cause the disapproval of this application and be a ground for administrative, civil and criminal liability.

NAME AND SIGNATURE

I hereby grant my conformity and permission to the above-named employee to signify his/her intention to become an Alternative Dispute Resolution (ADR) Officer. Should the above-named employee qualify and be accredited as an ADR Officer, I undertake to provide administrative support.

(CENRO/PENRO/RD)