

March 8, 2022

MEMORANDUM

TO

All Community Environment and

Natural Resources Officers (CENROs)

PENRO Division Chief

FROM

The OIC, Provincial Environment

and Natural Resources Officer

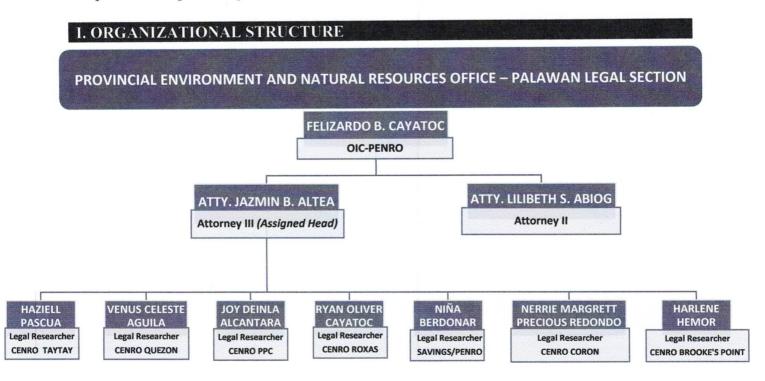
SUBJECT:

CREATION AND ESTABLISHMENT OF THE PENRO PALAWAN

LEGAL SECTION, OUTLINING ITS ORGANIZATIONAL

STRUCTURE AND DEFINING ITS ROLE AND FUNCTIONS

To address the urgent need for legal services and to promote efficiency in public service, the PENRO Palawan Legal Section is hereby created. Its primary purpose is to provide legal service to the PENRO -Technical and Management Service Division and CENROs of Palawan, such as but not limited to providing legal opinion and/or advice, assisting in the preparation of civil and criminal complaints and affidavits for violation of all ENR laws, rules and regulations, and ensure that all legal problems, conflicts and issues pending before them will be acted upon immediately. In sum, the PENRO Palawan Legal Section will be the forefront of CENROs and PENRO- Technical and Management Service Division, in all legal issues and challenges that may confront them and in giving better and efficient service to the public by ensuring proper compliance with prevailing laws, rules and regulations.



It is to be noted that the assigned Legal Researcher will only serve as the focal person to their designated PENRO and CENROs. The designation of a Legal Researcher to each specific CENRO does not necessarily mean that he/she shall work exclusively for the designated CENRO, since the Legal Section is intended to function as a team.

II. FUNCTIONS

The PENRO Palawan Legal Section commits to provide the necessary functions, to wit:

- Render legal opinion regarding ENR Laws and/or other legal issues encountered by the PENRO-Technical and Management Service Division and CENR Offices in their day-today operations, subject to the concurrence of the Chief, Legal Division, DENR MIMAROPA Region;
- Strengthen the PENRO-Technical and Management Service Division and CENR Offices by providing continuing education, seminars, workshops and other activities geared toward enhancement of legal knowledge and expertise in enforcing ENR Laws;
- 3. Provide legal assistance and support in the enforcement of ENR laws, rules and regulations;
- 4. Facilitate in the filing of criminal and civil complaints for violation of ENR Laws and assist in the preparation of affidavits and other supporting documents relating thereto;
- 5. Evaluate legal documents and recommend to the concerned PENRO/CENRO appropriate action, measure and/or response, subject to the concurrence of the Chief, Legal Division;
- 6. Monitor all active and/or pending environmental cases in Palawan and maintain an inventory for efficient and effective case management;
- 7. Assist in the preparation of management's comment/answer to the annual Audit Observation Memorandum (AOM) issued by their respective COA auditors;
- 8. Assist in the conduct of investigation as needed to provide legal guidance to the investigating team; and
- 9. Perform such other functions analogous to the foregoing as may be assigned by their immediate supervisor and the undersigned.

CENRO The PENRO Palawan Legal Transmit request through: Section will receive the Request for: subject request and assign it 1. E-mail, penro.palawan.legal@gmail.com, •Legal Opinion/Advice copy furnish the official e-mail address of PENRO-Palawan; or to a Legal Researcher. Investigation •AOM The Legal Researcher will 2. A hard copy in a Memorandum format. •Review of Legal Documents coordinate to the concerned CENRO or PENRO Service (You may also contact the assigned focal Assistance in Filing of Cases Division and will draft an person to facilitate the transmittal of your Drafting of Legal Documents answer/opinion or take action on the subject matter. Others

Answer/Opinion will be transmitted back to the concerned CENRO and/or PENRO Service Division upon approval of the PENRO.

III. WORKFLOW PROCESS

If the matter was endorsed and submitted to the Regional Legal Office, the CENRO and/or PENRO Service Division concerned will be notified of the action taken by the PENRO Palawan Legal Section.

If the matter was endorsed and submitted for the concurrence of Chief, Legal Division, the CENRO concerned or PENRO Service Division will be notified of the action taken by the PENRO Legal Section.

If approved, the answer/opinion will be forwarded to the Office of the PENRO for approval and release.

Upon receipt of the concurrence/ approval of Chief Legal Division, answer/ opinion will be transmitted back to the concerned CENRO or PENRO Service Division upon approval of the PENRO.

The Head of the PENRO Palawan Legal Section will review and approve the answer/opinion; or she may endorse it to the Legal Division, DENR-MIMAROPA Region, for further review and evaluation, depending on the complexity of the issue presented.

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IV. CONTACT DETAILS

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For information, records, and guidance.

FELIZARDO B. CAYATOC

Copy furnished:

- The Regional Executive Director DENR MIMAROPA Region 1515 L&S Bldg., Roxas Blvd., Manila
- File Copy