



March 8, 2022

**MEMORANDUM**

**TO :** All Community Environment and Natural Resources Officers (CENROs)  
**PENRO Division Chief**

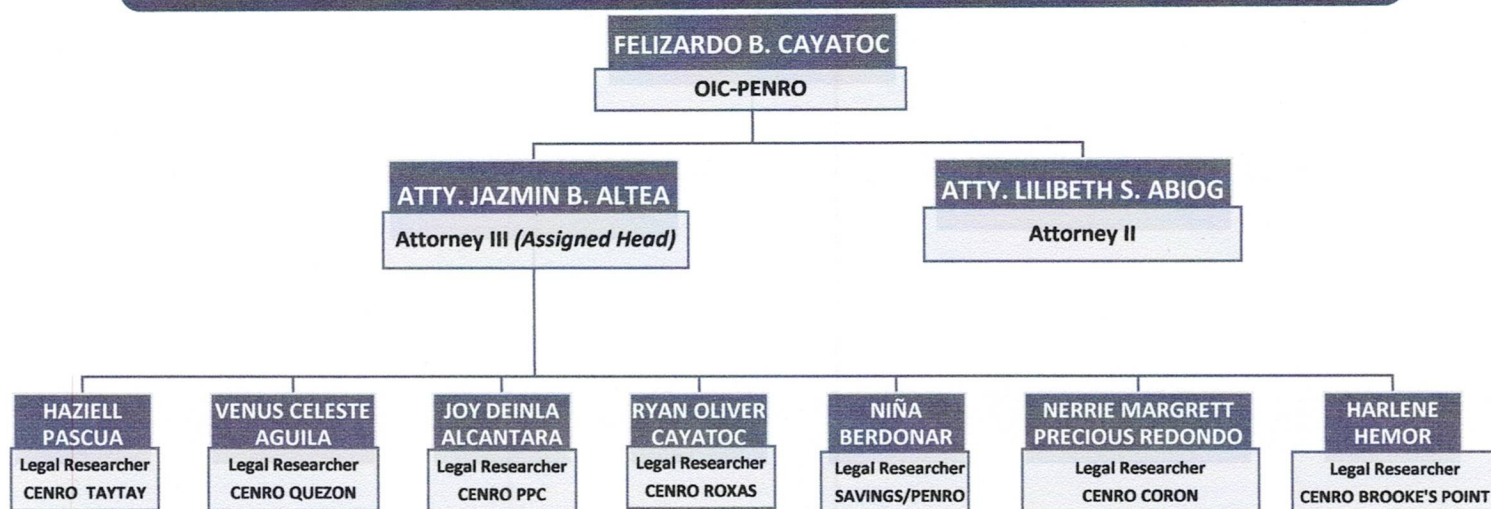
**FROM :** The OIC, Provincial Environment and Natural Resources Officer

**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.

**I. ORGANIZATIONAL STRUCTURE**

**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE – PALAWAN LEGAL SECTION**



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.

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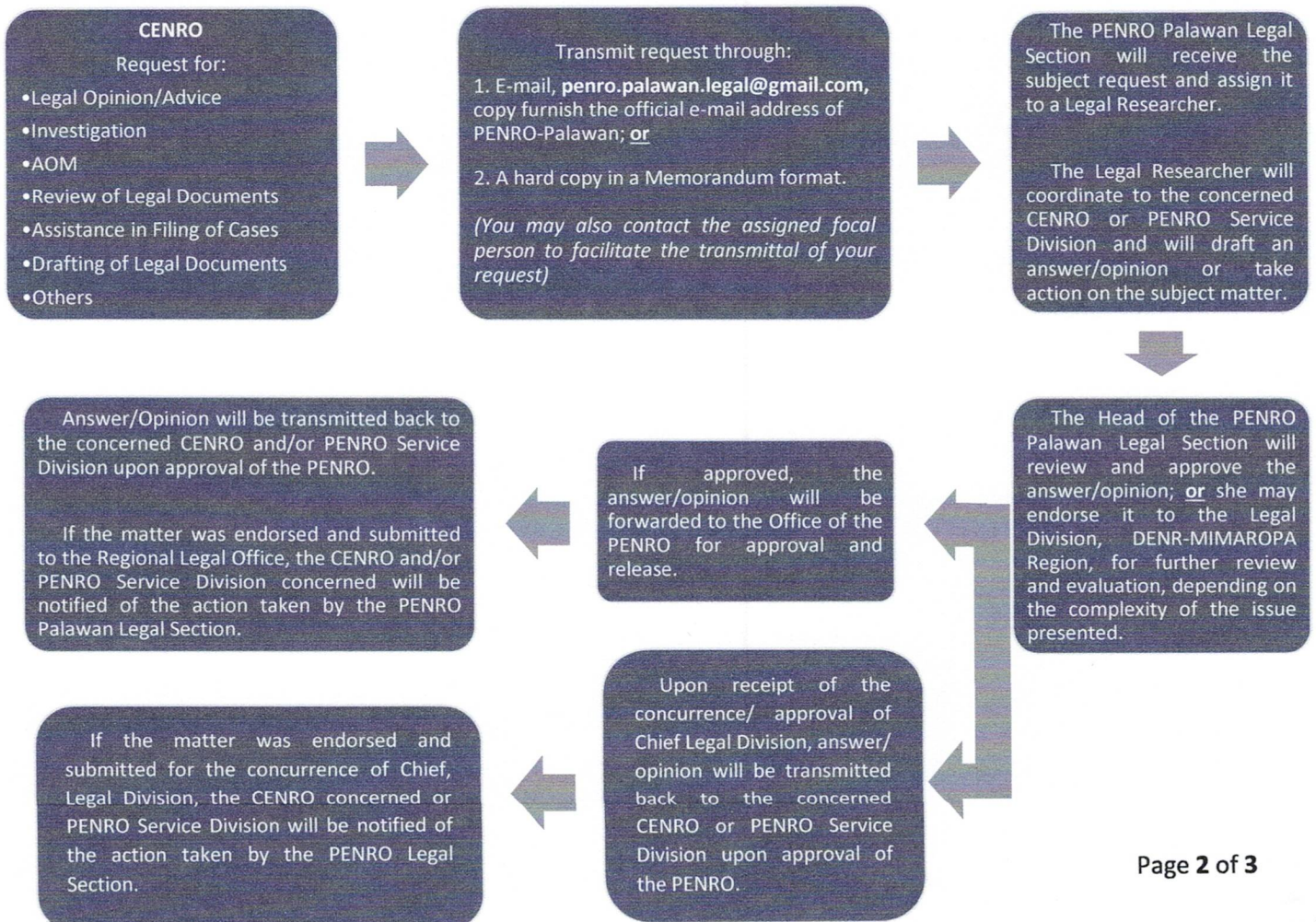


## II. FUNCTIONS

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

1. 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-to-day operations, subject to the concurrence of the Chief, Legal Division, DENR MIMAROPA Region;
2. 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.

## III. WORKFLOW PROCESS



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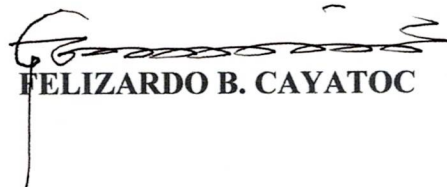


#### IV. CONTACT DETAILS

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For information, records, and guidance.

  
**FELIZARDO B. CAYATOC**

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